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ABSTRACT

Although librarians in approximately one-third of Association of Research Libraries (ARL) have a rank or status similar to other faculty, their activities, responsibilities and involvement vary considerably. A survey was conducted to determine the autonomy of library faculty organizations and their role in library and university governance, and results are compared with a similar 1983 survey. Almost all faculties meet regularly and their activities include: discussion of library policies and problems (93% versus 100% in 1983); participation in new library faculty appointments (30% versus 10% in 1983); sponsoring other types of activities, such as speaker presentations (92%), workshops (69%), social events (62%), in-house newsletters (46%); and other library publications (23%). All respondents either formally or informally advise the library administration, with the following methods: advisory committees (61%); library faculty executive group (32%); advise head of the library (69%); and advise university groups outside the library (69%). Fifty-three percent of faculty organizations are chaired from within, while 33% are led by the head of the library (as opposed to 32% elected from within and 63% chaired by the library head in 1983). Seventy-two percent have elected faculty organization officers, 96% of which are elected by organization members. In sum, the survey demonstrated that library faculty organizations tend to have a major influence on library decision-making and an increased level of autonomy and self-governance. Faculty organization constitutions and bylaws from 14 universities are included, and 18 related reading sources are recommended. (MAS)

ED 378 986

# SPEC

SYSTEMS AND PROCEDURES EXCHANGE CENTER

# Kit 206

# Faculty Organizations in ARL Libraries: Activities and Documents

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SYSTEMS AND PROCEDURES EXCHANGE CENTER

# Flyer 206

## Faculty Organizations in ARL Libraries: Activities and Documents

January 1995

**INTRODUCTION**

Although librarians in approximately one-third of ARL libraries have a rank or status similar to other faculty, their activities, responsibilities, and involvement in self-governance may vary considerably between institutions. Internally, library faculties may meet for a variety of purposes, and have varying levels of influence on library decision-making.

In 1983, Joan H. Worley conducted a survey of "ARL Library Faculties and Their Meetings" (*College & Research Libraries News*, 44: 324-25, Oct. 1983), which studied the organization and meeting patterns of academic library faculty. While revising the library faculty's constitution and bylaws during the 1993-1994 academic year, the University of Alabama Library Faculty Organization president and the chair of the organization's Policies and Procedures Committee became interested in the activities of library faculty on other campuses. It was decided to partially replicate the 1983 survey, changing some questions in response to the author's published comments, and adding other items that would indicate the autonomy of library faculty organizations as well as their role in library and university governance.

**SURVEY RESULTS**

Survey responses and copies of faculty organization constitutions and/or bylaws were requested from the 36 ARL libraries which reported faculty status with eligibility for tenure in SPEC Kit #182 *Academic Status for Librarians in ARL Libraries* (March 1992). Thirty-three institutions (92%) returned completed surveys. One survey was discarded because the respondent indicated that although the institution's librarians had academic standing, they were not faculty with tenure eligibility. Of the 26 institutions that reported having a faculty organization with a constitution and/or bylaws, 24 (92%) submitted copies. The documents included in this SPEC Kit represent a variety of organizational styles and activities.

Some multiple choice responses were anticipated in the survey instrument from activities indicated in the previous survey and from other available library faculty bylaws. Open-ended survey responses were grouped into logical categories which are reported with the frequencies in tabular form.

**ISSUES & TRENDS**

***Library Faculty Activities*** All but one of the libraries reported that their faculties meet regularly. Roughly one third (36%) meet monthly. As in the earlier survey, library faculties in the current study meet for a variety of purposes; however, slightly fewer faculties meet as a whole to discuss library policies or problems (93% in the present survey compared to 100% in 1983). This may be explained by the use of committees in advising the library administration, as indicated in the advisory roles of library faculty presented below. Another notable difference is an increase in full faculty participation in decisions regarding the appointment of new library faculty (30% of current responses, up from only 10% of libraries surveyed in 1983).

Library faculties at twenty-six institutions (81%) reported sponsoring other types of activities, comparable to 87% in the previous survey. Most of the respondents plan presentations by speakers (92%) and over half provide workshops (69%). More than half also sponsor social events (62%). In-house newsletters are produced by 46%, but only 23% are responsible for other library publications. These activities are similar to those listed by library faculties in the earlier survey, with the exception that one respondent in the current study offers a professional development grant for library faculty.

***Advisory roles.*** All 32 respondents (100%) reported either formally or informally advising the library administration. Nearly two-thirds (61%) utilize committees in this advisory role, while another third (32%) communicate through a library faculty executive group. Over two-thirds (69%) advise the head of the library. The influence of library faculty on administrators has apparently increased in the past eleven years. The 1983 survey indicated that only 44% of library faculties had "a formal role in administrative decision-making," while 30% volunteered that they had an informal role.

Two-thirds of the libraries surveyed (69%) responded that their faculty or its committees either formally or informally advise university groups outside of the library. Of the 21 libraries that advise outside groups, 64% reported that faculty senators or elected representatives perform the advisory function.

***Faculty organization autonomy*** Over half of the 30 library faculties that indicated who chairs their faculty meetings are convened by the head of a library faculty organization or faculty executive group (53%), while one third (33%) are led by the head of the library. An opposite situation existed in 1983, when 63% of library faculty meetings were chaired by a director or dean of the library, and only 32% were led by an elected faculty chair. This suggests that library faculties have achieved greater autonomy from library administrators in the past decade.

Based on the 32 library faculties that responded to the survey, 72% have elected faculty organization officers, comparable to 70% of the faculties surveyed in 1983 that reported one or more elected officers. Of the 23 libraries with faculty organizations that indicated how their officers are selected, 96% reported that officers are elected by faculty organization members. These results indicate a high degree of self-governance among organized library faculties.

The 26 library faculties with organizations also form committees in a variety of ways, and some use more than one method of committee selection. Committees are elected by 65% of the organizations, appointed by 73%, and 8% utilize volunteers. Over half the respondents with appointed committees indicated appointments are made by a library faculty organization executive group (53%), and 26% reported appointments by the head of the library faculty organization. Less than half of the responses from organizations with appointed committees (47%) showed library administration involvement, again suggesting considerable faculty organization autonomy from the library administration.

## SUMMARY

The purpose of meetings and the activities of library faculties have remained fairly stable since 1983, with an increase in full library faculty participation in decisions regarding the appointment of new library faculty, but a decrease in faculties that meet to discuss library policies or problems. All library faculties surveyed participate to some extent in advising their library administrations, and two-thirds advise university groups outside the library. The internal advisory role of library faculties is most frequently communicated through committees, and the university advisory role is most often expressed through participation in faculty organizations. Most organized library faculties show a high degree of self-governance in their leadership selection. Overall, library faculties have increased in autonomy from library administrators in the past eleven years, and tend to have a major influence on library decision-making.

***This Kit and Flyer were compiled by Susan A. Massey, Catalog Librarian, University of Alabama Libraries and Mary Ann Sheblé, Associate Director for Technical Services and Systems, University of Detroit Mercy Libraries/Media Services, and was prepared as part of the OMS Collaborative Research/Writing Program.***

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SYSTEMS AND PROCEDURES EXCHANGE CENTER

# Faculty Organizations in ARL Libraries: Activities and Documents

A SPEC Kit compiled by

Susan Massey
University of Alabama

and

Mary Ann Sheblé
University of Detroit Mercy

January 1995

Editor....Laura A. Rounds, OMS Program Officer for Information Services

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SYSTEMS AND PROCEDURES EXCHANGE CENTER

# Faculty Organizations in ARL Libraries: Activities and Documents

## Kit 206

January 1995

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# SURVEY RESULTS

THE UNIVERSITY OF ALABAMA
University Libraries

CATALOG DEPARTMENT

[ARL Library]
[Head of library]
[Address]

March 7, 1994

Dear Colleague:

The Policies and Procedures Committee at the University of Alabama Libraries is revising the Library Faculty Organization Constitution and Bylaws. As part of this process, we are conducting a survey to help us understand the role of other library faculty organizations as we examine our own. We are requesting your participation in this study as an ARL member library. We would also appreciate receiving a copy of your library faculty organization's constitution and bylaws, if one is available.

Please forward the survey to the appropriate member of your faculty. If you have a faculty organization, the head of that organization is the preferred respondent. Otherwise, a personnel officer or a faculty member in an administrative position should be qualified to answer the questions.

Responses to the questionnaire will be treated confidentially. Constitutions and bylaws will be separated from the surveys to assure that individual respondents cannot be identified in the survey results.

Your response is important to us. At your request, we will send you a copy of the survey results. If you have questions about the project you may contact Susan Massey or Mary Ann Sheblé via e-mail or at the address listed below. A self-addressed, stamped envelope has been enclosed for your use in returning the survey and documents.

Please return the survey by **March 31, 1994**. Again, we appreciate your participation!

Sincerely,

| | |
|---|---|
| Susan A. Massey | Mary Ann Sheblé |
| smassey@ualvm.ua.edu | msheble@ualvm.ua.edu |
| Chair, Policies & Procedures Committee | President, Library Faculty Organization |

(205) 348-6045 / BOX 870266, TUSCALOOSA, ALABAMA 35487-0266

## ARL LIBRARY FACULTY ACTIVITY SURVEY

University of Alabama Policies and Procedures Committee

1. Please specify the position of the respondent:

   ___Head of library faculty organization
   ___Library personnel officer
   ___Head of library
   ___Other (please specify)______________________________

2. Does the library faculty meet on a regular basis?

   Yes___ No___
   How often?______________________________
   Who chairs the meetings?______________________________

3. If yes, for what purpose does the library faculty meet? (You may check more than one item.)

   ___Discussion of library policies and/or problems
   ___In-house programs of professional interest
   ___Programs presented by outside speakers
   ___Decisions regarding appointment of new library faculty
   ___Tenure and promotion deliberations
   ___Faculty business (election of committe chairs or university governance representatives)
   ___Other (please specify)______________________________

4. Does the library faculty or its committees formally or informally advise the library administration?

   ___Yes ___No

   If yes, who performs the advisory function?______________________________

   What library group(s) or individuals does the library faculty advise?____________________

   Which terms describe this advisory role? (You may check more than one item.)

   ___Information exchange
   ___Problem solving
   ___Recommend policy
   ___Establish policy
   ___Implement policy
   ___Other (please specify)______________________________

5. Does the library faculty or its committees formally or informally advise university groups outside the library?
___Yes ___No

If yes, who performs the advisory function?______________________________
______________________________________________________

What university group(s) or individuals does the library faculty advise?______________
______________________________________________________

Which terms describe this advisory role? (You may check more than one item.)
___Information exchange
___Problem solving
___Recommend policy
___Establish policy
___Implement policy
___Other (please specify)______________________________

6. Has your library faculty sponsored any of the following activities during the current academic year? (You may check more than one item.)
___Publications (other than in-house newsletters)
___In-house newsletters
___Workshops
___Speakers
___Social events
___Other (please specify)______________________________
______________________________________________________
___None

7. Do librarians at your library have a faculty organization?
___Yes ___No (skip remaining questions)

8. If yes, does your library faculty organization have a constitution and/or by-laws?
___Yes ___No

9. Are faculty organization officers:
___Elected (by whom)______________________________
___Appointed (by whom)______________________________
___Other (please specify)______________________________
___N/A (organization does not have officers)

10. Are committee members:
__Elected (by whom?)______________________________
__Appointed (by whom?)____________________________
__Other (please specify)____________________________
__N/A (organization does not have committees)

11. Are committee chairs:
__Elected (by whom?)______________________________
__Appointed (by whom?)____________________________
__Other (please specify)____________________________
__N/A (organization does not have committee chairs)

**IF YOUR LIBRARY FACULTY ORGANIZATION HAS A CONSTITUTION AND/OR BY-LAWS, PLEASE ATTACH A COPY. Thank you for participating!**

Susan A. Massey
(smassey@ua1vm.ua.edu)
Chair, Policies & Procedures
Committee

Mary Ann Sheble
(msheble@ua1vm.ua.edu)
Chair, Library Faculty
Organization

Please return completed survey to:

University of Alabama Libraries
Attn: Susan A. Massey, Catalog Dept.
Box 870266
Tuscaloosa, Alabama 35487-0266

## ARL LIBRARY FACULTY ACTIVITY SURVEY STATISTICS 1994

1. **Please specify the position of the respondent:**
(per cent calculations are based on 32 valid cases)

| | | |
|---|---|---|
| Head of library faculty organization | 18 | 56.3% |
| Library personnel officer | 9 | 28.1% |
| Head of library | 4 | 12.5% |
| Secretary of library faculty organization | 1 | 3.1% |
| **TOTAL** | **32** | **100.0%** |

2. **Does the library faculty meet on a regular basis?**

| | | |
|---|---|---|
| Yes | 31 | 96.9% of libraries surveyed |
| No | 1 | 3.1% of libraries surveyed |
| TOTAL | 32 | 100% of libraries surveyed |

**How often?**
(per cent calculations are based on 31 valid cases)

| | | |
|---|---|---|
| 2 times per year | 2 | 6.5% |
| 3 times per year | 8 | 25.8% |
| 4 times per year | 5 | 16.1% |
| 5 times per year | 1 | 3.2% |
| 6 times per year | 2 | 6.5% |
| 9 times per year | 2 | 6.5% |
| 12 times per year | 11 | 35.5% |
| **TOTAL** | **31** | **100.1%** |

**Who chairs the meetings?**
(per cent calculations are based on 30 valid cases)

| | | |
|---|---|---|
| Head of library faculty organization | 16 | 53.3% |
| Head of library | 10 | 33.3% |
| Head library faculty executive group | 4 | 13.3% |
| **TOTAL** | **30** | **99.9%** |

3. **For what purpose does the library faculty meet?**
(per cent calculations are based on 31 valid cases with multiple responses)

| | | |
|---|---|---|
| Discussion of library policies or problems | 29 | 93.5% |
| Library faculty business | 24 | 77.4% |
| In house programs of professional interest | 17 | 54.8% |
| Programs presented by outside speakers | 15 | 48.4% |
| Deciding appointment of new library faculty | 10 | 32.3% |
| Tenure and promotion deliberations | 10 | 32.3% |
| Library and university reports | 6 | 19.4% |
| **TOTAL** | **111** | **358.1%** |

4. **Does the library faculty or its committees formally or informally advise the library administration?**

Yes 32 100% of libraries surveyed

**If yes, who performs the advisory function?**
(per cent calculations are based on 31 valid cases with multiple responses)

| | | |
|---|---|---|
| Library faculty committees/committee chairs | 19 | 61.3% |
| Library faculty executive group | 10 | 32.3% |
| Head of library faculty organization | 9 | 29.0% |
| Library faculty as a whole | 6 | 19.4% |
| Library management group/department heads | 5 | 16.1% |
| **TOTAL** | **49** | **158.1%** |

**What library group(s) or individuals does the library faculty advise?**
(per cent calculations are based on 26 valid cases with multiple responses)

| | | |
|---|---|---|
| Head of library | 18 | 69.2% |
| Library administrators | 7 | 26.9% |
| Library faculty committees | 7 | 26.9% |
| Library management group/department heads | 3 | 11.5% |
| Other librarians | 3 | 11.5% |
| Library faculty executive group | 2 | 7.7% |
| **TOTAL** | **40** | **153.8%** |

**Which terms describe this advisory role?**
(per cent calculations are based on 31 valid cases with multiple responses)

| | | |
|---|---|---|
| Recommend policy | 30 | 96.8% |
| Problem solving | 27 | 87.1% |
| Information exchange | 26 | 83.9% |
| Establish policy | 11 | 35.5% |
| Implement policy | 10 | 32.3% |
| **TOTAL** | **104** | **335.5%** |

5. **Does the library faculty or its committees formally or informally advise university groups outside the library?**

| | | |
|---|---|---|
| Yes | 22 | 68.8% of libraries surveyed |
| No | 10 | 31.3% of libraries surveyed |
| TOTAL | 32 | 100% of libraries surveyed |

**If yes, who performs the advisory function?**
(per cent calculations are based on 22 valid cases with multiple responses)

| | | |
|---|---|---|
| Faculty senators/elected representatives | 14 | 63.6% |
| Library faculty executive group | 7 | 31.8% |
| Library faculty committees | 3 | 13.6% |
| Head of library faculty organization | 2 | 9.1% |
| Library administrators/head of library | 2 | 9.1% |
| Library management group/department heads | 1 | 4.5% |
| Department liasons | 1 | 4.5% |
| **TOTAL** | **30** | **136.4%** |

**What university group(s) or individuals does the library faculty advise?**
(per cent calculations are based on 22 valid cases with multiple responses)

| | | |
|---|---|---|
| University wide faculty organization | 18 | 81.8% |
| University wide faculty committees | 7 | 31.8% |
| University administration | 4 | 18.2% |
| University community as a whole | 3 | 13.6% |
| University provost | 2 | 9.1% |
| University governance group(s) | 1 | 4.5% |
| **TOTAL** | **35** | **159.1%** |

**Which terms describe this advisory role?**
(per cent calculations are based on 18 valid cases with multiple responses)

| | | |
|---|---|---|
| Information exchange | 16 | 88.9% |
| Recommend policy | 13 | 72.2% |
| Problem solving | 9 | 50.0% |
| Implement policy | 7 | 38.9% |
| Establish policy | 5 | 27.8% |
| **TOTAL** | **50** | **277.8%** |

6. **Has your library faculty sponsored any of the following activities during the current academic year?**
(per cent calculations are based on 26 valid cases with multiple responses)

| | | |
|---|---|---|
| Speakers | 24 | 92.3% |
| Workshops | 18 | 69.2% |
| Social events | 16 | 61.5% |
| In house newsletters | 12 | 46.2% |
| Other publications | 6 | 23.1% |
| Professional development grants | 1 | 3.8% |
| **TOTAL** | **77** | **296.2%** |

7. **Do librarians at your library have a faculty organization?**

| | | |
|---|---|---|
| Yes | 26 | 81.3% of libraries surveyed |
| No | 6 | 18.8% of libraries surveyed (skip remaining questions) |
| TOTAL | 32 | 100% of libraries surveyed |

8. **If yes, does your library faculty organization have a constitution or bylaws?**

Yes 26 100.0% of libraries with a faculty organization

9. **How are library faculty organization officers selected?**
(per cent calculations are based on 23 cases with 2 multiple responses)

| | | |
|---|---|---|
| Elected by organization members | 22 | 95.7% |
| Elected by organization executive group | 1 | 4.3% |
| Appointed by head of library | 2 | 8.7% |
| **TOTAL** | **25** | **108.7%** |

10. **How are library faculty organization committee members selected?**
(per cent calculations are based on 26 valid cases with multiple responses)

| | | |
|---|---|---|
| Elected | 17 | 65.4% |
| Appointed | 19 | 73.0% |
| Volunteer | 2 | 7.7% |
| **TOTAL** | **38** | **146.1%** |

**Who elects library faculty organization committee members?**
(per cent calculations are based on 17 cases that elect committee members)

| | | |
|---|---|---|
| Library faculty organization members | 17 | 100.0% |
| **TOTAL** | **17** | **100.0%** |

**Who appoints library faculty organization committee members?**
(per cent calculations are based on 19 cases that appoint committee members with multiple responses)

| | | |
|---|---|---|
| Library faculty organization executive group | 10 | 52.6% |
| Head of library | 6 | 31.6% |
| Head of library faculty organization | 5 | 26.3% |
| Library management group/department heads | 2 | 10.5% |
| Other committees | 2 | 10.5% |
| Library administrators | 1 | 5.3% |
| **TOTAL** | **26** | **136.8%** |

11. **How are library faculty organization committee chairs selected?**
(per cent calculations are based on 24 valid cases with multiple responses)

| | | |
|---|---|---|
| Elected | 18 | 75.0% |
| Appointed | 11 | 45.8% |
| Volunteer | 2 | 8.3% |
| **TOTAL** | **31** | **129.1%** |

**Who elects library faculty organization committee chairs?**
(per cent calculations are based on 18 cases that elect committee chairs)

| | | |
|---|---|---|
| Committee members | 15 | 83.3% |
| Library faculty organization members | 3 | 16.7% |
| **TOTAL** | **18** | **100.0%** |

**Who appoints library faculty organization committee chairs?**
(per cent calculations are based on 11 cases that appoint committee chairs with multiple responses)

| | | |
|---|---|---|
| Library faculty organization executive group | 4 | 36.4% |
| Head of library faculty organization | 3 | 27.3% |
| Library management group/department heads | 2 | 18.2% |
| Committee members | 2 | 18.2% |
| Library administrators | 2 | 18.2% |
| **TOTAL** | **13** | **118.2%** |

## Responding Institutions

University of Alabama
University of Alberta
University of Arizona
Brigham-Young University
University of Chicago
University of Cincinnati
University of Colorado
University of Hawaii
Indiana University
University of Iowa
University of Kansas
Kent State University
University of Kentucky
Louisiana State University
McGill University
University of Nebraska-Lincoln
University of New Mexico
New York University
Ohio State University
University of Oklahoma
Oklahoma State University
Penn State University
Rutgers
University of Southern California
Southern Illinois University
State University of New York - Albany
State University of New York - Buffalo
University of Tennessee
Texas A & M University
Virginia Tech
Washington State University
Wayne State University

# FACULTY ORGANIZATION CONSTITUTIONS AND BYLAWS

ASSOCIATION OF RESEARCH LIBRARIES OFFICE OF MANAGEMENT SERVICES

# CONSTITUTION OF THE LIBRARY FACULTY
# OF
# THE UNIVERSITY OF ALABAMA

Adopted 24 May 1982
Amended 2 July 1982
Amended 6 September 1984
Amended 11 June 1985
Amended 16 July 1987
Amended 15 February 1990
Amended 4 May 1994

## Article I. Name and Purpose

### Section A.

The name of the organization shall be The Library Faculty and Administrative/Professional Organization, hereinafter known as the Library Faculty.

### Section B.

The purpose of the organization shall be to promote the educational, research, and service goals of The University of Alabama through the services provided in the Libraries and through the active pursuit of those goals by the individual members of the Library Faculty.

## Article II. Membership

Librarians with regular and temporary academic appointment and administrative/professional staff shall compose the membership of the organization.

## Article III. Officers

### Section A. Titles

The officers of the organization shall be a President, a Vice-President/President Elect, and a Secretary.

### Section B. Duties of the Officers

1. The President shall:
    a. preside at all meetings of the organization.
    b. call special meetings.
    c. represent The Library Faculty in its communications with the Dean of Libraries.
    d. perform such other duties as customarily pertain to the office of president.

2. The Vice-President/President-Elect shall:
   a. assume and perform the duties of the President in his/her absence.
   b. assist the President in the performance of his/her duties.

3. The Secretary shall:
   a. record and report minutes of all meetings.
   b. carry on correspondence of the organization.
   c. schedule meetings at the request of the President and/or Executive Committee, notify members of the meetings, and publish a slate of nominees prior to elections.
   d. maintain the organization's history file including minutes of meetings and committee reports; make available copies of standing committee reports to incoming chairs.

Section C. Vacancies of office

If the office of the President shall become vacant, the Vice-President/President-Elect shall assume the office and serve out the term as acting President. When the office of Vice-President/President-Elect or Secretary becomes vacant a special election will be held to fill this office. The member thus elected shall immediately enter upon his/her duties and shall hold office as acting officer until the next regular election.

Section D. Executive Committee

1. The officers of the organization, with the addition of the Faculty Senator(s) and Senator-Elect, shall compose the membership of the Executive Committee.

2. The Executive Committee shall:
   a. set agendas for all meetings.
   b. call special meetings.
   c. appoint standing committees and chairs.
   d. appoint Ad Hoc committees and chairs as needed.

## Article IV. Meetings

Section A.

The organization shall meet at least three times during the academic year, once during the Fall Semester, once in March if necessary for the election of Faculty Senators, and once prior to the end of the Spring Semester for the election of Faculty Organization officers. The time and place of said meetings shall be determined by the Executive Committee.

Section B.

Meetings of the Library Faculty shall be governed by Robert's Rules of Order, latest edition.

### Section C.

Special meetings may be called by the President at his/her discretion or at the request of the Dean of Libraries. The Executive Committee, at its discretion, may call special meetings at the request of any member. The Executive Committee must call a special meeting upon the petition of a majority of the membership.

### Section D.

A quorum shall consist of a simple majority of the membership.

## Article V. Adoption

Approval of this Constitution shall be by a two-thirds vote of the membership and shall have the effect of establishing a Library Faculty as herein defined.

## Article VI. Amendments

### Section A.

A proposal to amend this Constitution may be initiated by the Executive Committee or by written petition from any member.

### Section B.

Amendments may be adopted by a two thirds vote at any meeting provided a quorum is present and provided also that written notice of the proposed amendment has been given to all members at least one week previous to said meeting.

# BYLAWS

1. Voting eligibility

Any member of The Library Faculty shall be eligible to vote in a particular election, with the exception that only those members with regular academic appointment may participate in those University voting situations limited to individuals of academic rank, e.g., the election of University Faculty Senators.

2. Election of Officers

The officers of The Library Faculty shall be elected annually at the last regularly scheduled meeting of the academic year by secret ballot. Officers may be nominated by the Nominating Committee, anonymously, or from the floor. A simple majority shall constitute election. The term of office shall be from the close of the meeting at which they are elected until the close of the final meeting of the following academic year. Officers may hold only one position at a time on the Executive Committee each academic year.

3. Election of Faculty Senators

The Library Faculty shall be represented in the Faculty Senate by one Senator for each twenty persons, or fraction thereof, serving on the date of the election under a regular appointment as an instructor, assistant professor, associate professor, or professor, engaged in teaching or research at least half of a normal load during the regular year, or having corresponding professional engagement, following the provisions set forth in the Constitution for a Faculty Senate at The University of Alabama. The Dean, Associate Deans, and Assistant Deans may not serve as Faculty Senators.

Each year during the month of March an election shall be held for replacement of the Faculty Senator or Senators whose terms are expiring. Election shall be for a term of two years commencing April 16. Election shall be by plurality.

Alternate Senators shall be elected in a number equal to the number of senators. The candidate(s) receiving the next highest number of votes shall serve as the alternate senator(s).

The Dean of Libraries shall conduct the election. The Faculty Senate Secretary will notify the Dean by March 1 of the number of Senate vacancies which will occur in that year. Senators may be nominated by the Nominating Committee, anonymously, or from the floor. Elections for Senators and alternates will be by secret ballot.

The Dean of Libraries also shall hold special elections of Senators when Senate seats become vacant because of resignation of the Senator or for other reasons stipulated in the Bylaws or the Constitution for a Faculty Senate at The University of Alabama. The term of office for a Senator elected in a special election is for the remaining portion of the term of the Senator being replaced.

The above provisions are subject to the Faculty Senate Constitution. Should that document change, the Library Faculty Bylaws automatically shall reflect those changes without action by the Library Faculty.

4. Tenure Committee

The Tenure Committee shall be composed of all tenured members of The Library Faculty, regardless of rank. Each year the Committee shall elect from among its members a chair. The chair shall moderate at all meetings and shall be responsible for all correspondence of the Committee. The chair shall be a voting member of the Committee.

5. Promotion Committee

The Promotion Committee shall be composed of all members of The Library Faculty who hold the academic rank of assistant professor or above, regardless of tenure. Reviewing and voting eligibility of members shall be limited to those holding the academic rank or above of the proposed rank of the candidate for promotion. Each year the Committee shall elect from among its members a chair. The chair shall moderate at all meetings and shall be responsible for all correspondence of the Committee. The chair shall be a voting member of the Committee under the above voting criteria.

6. Parliamentarian

The President may appoint a Parliamentarian to be present at meetings to advise the members on matters of parliamentary procedure.

7. Standing Committees

The Executive Committee shall act as a committee to appoint standing committees and a chairperson of each. Before appointments are made, members shall have an opportunity to state their preferences as to committee assignments and said preferences shall be considered in making appointments. The preference survey shall be made immediately following the election of officers each year and all standing committee appointments shall be made by the end of that academic year. The term of standing committee members will be the academic year.

Subject to reasonable exceptions, each faculty member shall accept only one standing committee assignment.

Each committee has the authority to appoint ad hoc subcommittees as needed for tasks specific to that committee.

The following shall be standing committees of the Library Faculty:

The Faculty Development and Travel Committee shall:

plan and promote programs for the professional growth of the members, encourage participation in and attendance of conferences, workshops, and meetings of professional organizations, develop guidelines for professional travel and make recommendations for expenditures of funds budgeted for such programs and travel.

The Nominating Committee shall:

nominate candidates for elected faculty positions: elected members of Ad Hoc committees, Library Faculty Organization officers, and Faculty Senators. The chair of the Nominating Committee shall submit nominees to the Executive Committee two weeks prior to scheduled elections. Members of the Executive Committee may not serve on the Nominating Committee. Subject to reasonable exceptions, Nominating Committee members shall not nominate themselves for Executive Committee positions.

The Public Relations Committee shall:

coordinate efforts to present the Library, including its programs, collections, and personnel, to the University community.

The Policies and Procedures Committee shall:

advise the Executive Committee on matters relating to library policies of interest to the library faculty and make recommendations as appropriate. The Committee shall monitor the organization constitution and by-laws, and suggest changes as needed.

The Information Technology Committee shall:

identify interest of the Library Faculty Organization regarding information technology and shall provide opportunities for discussing those interests.

The Publication and Grants Committee shall:

assist members in their endeavors and act as a clearinghouse for information.

8. Ad Hoc Committees

Ad Hoc Committees may be created as needed through election by The Library Faculty or through appointment by the Executive Committee. Ad Hoc Committees created to recommend policies affecting The Library Faculty shall be elected. Candidates for election may be nominated by the Nominating Committee, anonymously, or from the floor. A plurality shall constitute election.

9. Procedures for Standing Committees

Standing Committees shall formulate their objectives and criteria annually, and shall make regular progress reports at meetings of The Library Faculty. Recommendations of Standing Committees shall be submitted to the Executive Committee for discussion prior to presentation to The Library Faculty or any other group. Each committee shall submit a written annual report to the Library Faculty Organization Secretary by August 1 of each year.

10. Amendment of Bylaws

These Bylaws may be amended by vote of a simple majority of the members present at a meeting, provided there is a quorum present and provided also that written notice of the proposed amendment has been given to all members at least one week previous to said meeting.

# UNIVERSITY OF ALBERTA LIBRARY

APLUA Constitution as amended by postal ballot, Sept. 1989

## ARTICLE I: NAME

This organization shall be known as the Association of Professional Librarians of the University of Alberta.

## ARTICLE II: PURPOSE

The purposes of the Association are:

a) To promote and advance the interests and welfare of professional librarians and to secure conditions that will make possible the best professional service.

b) To encourage and promote the continuing education of professional librarians by formal and informal means.

c) To encourage and promote interest in, and knowledge of, professional matters at all levels and in all types of library activity.

d) To encourage active membership in the Association of Academic Staff of the University of Alberta and in this and other ways to maintain a good relationship with the teaching and non-teaching staff.

e) To support and encourage the work of other professional librarian associations at regional, provincial, national and international levels.

## ARTICLE III: MEMBERSHIP

a) The ordinary membership of the Association shall consist of persons appointed to professional librarian positions under the University of Alberta Librarian Agreement.

b) Ordinary members are entitled to:

1) receive notice of business and program meetings;
2) attend business and program meetings;
3) discuss professional issues at the above meetings;
4) vote at meetings and by postal ballot;
5) nominate candidates for the executive;
6) hold executive positions;
7) attend social functions.

c) Associate membership is available to persons holding non-tenureable librarian positions at the University of Alberta, to Administrative Professional Officers employed in the University Library, to other professional librarians affiliated with the University of Alberta, and to other academic staff in library-related positions at the discretion of the Executive Committee.

d) Associate members are entitled to:

1) receive notice of business and program meetings;
2) attend business and program meetings;
3) discuss professional issues at the above meetings;
4) attend social functions

## ARTICLE IV: DUES

Membership dues shall be established annually by the Executive Committee in accordance with the needs of the Association. The fiscal year shall coincide with the term of office of the Executive Committee.

## ARTICLE V: OFFICERS AND EXECUTIVE COMMITTEE

a) The officers of the Association shall consist of a President, a Vice-President (President-Elect), a Secretary and a Treasurer. The Executive Committee shall consist of the officers of the Association, two councillors and the library A.A.S.U.A. representative. In those terms when the Vice-President is unable to become President, the Past-President will serve on the executive and a new President will be elected.

b) The officers and councillors shall be elected by postal ballot circulated to ordinary members of the Association. Ordinary members of the Association shall be invited by written circular to submit nominations. Each nomination must be signed by two nominators and the nominee. Every attempt shall be made by the Nominating Committee to find two or more nominations for each position on the Executive Committee, but in the event of insufficient nominations being received to force an election, the nominations shall be submitted to the vote of approval of the Annual General Meeting. This election must be held in March of each year. The Annual General Meeting must be held no later than June of each year.

c) Elections will be decided by plurality. In the event of a tie vote, the tie being substantiated by recount, the tie may be broken by agreement between the two nominees whose votes were equal and the Executive Committee. In the event agreement cannot be reached, a new election shall be held for the tied position.

d) When a vacancy occurs on the Executive Committee during the half of the session up to December 31st, the above nomination and election procedures shall be followed. Vacancies occurring between January 1st and the annual election may be filled by appointment by the remaining members of the Executive Committee.

e) A quorum of the Executive Committee shall be formed by the President, one officer, and two other members of the committee. When the President is off campus, a quorum of two officers and two other members of the committee shall elect one of their members as chairman of the meeting.

f) Ad hoc committees shall be formed either (1) under the terms of a resolution of a meeting of the Association, with nominations by the meeting, or (2) by the Executive Committee's appointment of the members of a committee, subject to ratification by the general membership. In (2) above all members of the Executive shall be consulted as to the composition of such committees. Standing committees shall be established by the membership at the suggestion of the executive in accordance with what the Executive Committee may deem necessary for the carrying out of the objects of the association. Such standing committees shall be composed of one member of the Executive Committee appointed by the Executive Committee and two members at large, elected from the members of the association for one term. The committee may appoint such additional members as it deems necessary with the approval of the Executive Committee. All committees shall elect the chairman from among the members of the committee. The president of the association shall be a member, ex-officio, of all committees of the association.

g) The term of office for officers is one year, beginning July 1st. The term of office for councillors is two years with the election staggered so that one councillor is elected each year.

h) A Nominating Committee of three members shall be formed to nominate candidates for election to the Executive Committee. Such nominations shall be in accordance with Article V (b). The Nominating Committee shall be convened by the Past-President. The Past-President shall, in November, recommend to the Executive Committee for ratification, two ordinary members of the Association to be members of the Nominating Committee. These two members shall not be members of the Executive Committee and shall be one each from Public Services and from Technical Services. In the event of an election under the provisions of Article V (d) the Nominating Committee shall be convened to nominate candidates.

## ARTICLE VI: MEETINGS

Meetings shall be held in each calendar month of the University winter session. These shall be known as the regular meetings. Further meetings may be called as deemed necessary by the Executive Committee or by request of fifteen percent of the members of the Association. At business meetings of the Association a quorum shall be twenty-five percent of the ordinary membership.

## ARTICLE VII: AMENDMENTS

Notice of amendment(s) to the constitution shall be presented by mail at least 2 (two) weeks preceding the meeting at which the amendment(s) shall be discussed. The final form of the amendment(s) shall be voted upon by ordinary members by mail ballot.

## ARTICLE VIII: RULES OF ORDER

British Parliamentary procedures as practiced in Canada shall govern the proceedings of the Association in matters not specified in this constitution. The latest available edition of J.G. Bourinot's "Rules of Order" shall be regarded as our authority.

## ARTICLE IX

At the beginning of the third year of the Chief Librarian's term, and at least three year intervals thereafter, APLUA shall establish a standing committee which shall prepare a written review of the Chief Librarian's performance. This review shall be submitted to the Vice-President Academic.* During the review process the standing committee shall call for written submissions from all of the members.

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* To be interpreted as the office of the VP Academic.

## I. UNIVERSITY LIBRARIES SYSTEM EXECUTIVE COMMITTEE

### A. Purpose:

The University Libraries System Executive Committee shall represent the interests of the library members of the AAUP bargaining unit in the System in all matters as provided for in Article 27, paragraph 9 of the Agreement Between University of Cincinnati and AAUP, University of Cincinnati Chapter, September 1, 1982 to August 31, 1985 (hereafter cited as Agreement).

> Librarians shall have the right to advise, aid, and counsel the supervisor/director/library unit on matters affecting the department, library and library system, and University and shall be given sufficient time in such matters, to do so. This right shall include voice through elected representatives in the formulation of long-range plans and in decisions relating to the use and creation of existing or prospective physical resources. The librarians in each library system may, at their option, have an elected committee to exercise the powers of the librarians in the interim between their meetings.

### B. Membership:

The Executive Committee shall consist of five members elected from among the Library members of the AAUP bargaining unit in the University Libraries System. All five members shall be elected in accordance with procedures established by the Nominations and Elections Committee of the University Libraries System. Members shall serve a two year term (staggered) and cannot serve more than two consecutive terms.

### C. Officers:

The Executive Committee shall elect from within its membership a chairperson and a secretary. The chairperson shall be responsible for conducting all meetings of the committee, as well as meetings of the library members of the AAUP bargaining unit in the University Libraries System. The secretary shall keep minutes of the meetings and shall be responsible for the dissemination of summaries of meetings.

### D. Meetings:

1. With the Dean and University Librarian

The Executive Committee shall meet regularly with the Dean and University Librarian. Agenda items shall be solicited from bargaining unit members in the University Libraries System on a monthly basis, and can also be submitted to any committee member. A bargaining unit member not serving on the Committee may attend its meetings when the suggested agenda item is discussed. The secretary shall disseminate a quarterly report of meeting proceedings.

2. University Libraries System Bargaining Unit Members

At least once during the Fall, Winter and Spring Quarters, meetings for all bargaining unit members in the University Libraries System shall be held. Notification of the date and agenda shall be sent to all members no later than ten (10) working days prior to the date for which the meeting is called. Any member of the library administration or the supportive staff may attend meetings and may speak on any issue. However, certain items may be designated as closed items of business by the Executive Committee. In such cases, all non- members shall be excluded from that portion of the meeting.

3. Special

If twenty percent of the bargaining unit membership in the University Libraries System petition for a special meeting such a meeting shall be called. The agenda shall be determined by the reason stated on the petition calling for the meeting. The Executive Committee may also call special meetings, as necessary. Notification of the date and time of special meetings, and the agenda shall be sent to all members prior to the date for which the special meeting is called.

## II. NOMINATIONS AND ELECTIONS COMMITTEE OF THE UNIVERSITY LIBRARIES SYSTEM

### A. Membership:

The Nominations and Elections Committee of the University Libraries System shall consist of the three members of the University Libraries System Executive Committee other than the chairperson or secretary. The Nominations and Elections Committee elects a chairperson from within its membership. This Committee conducts all elections for standing and ad hoc committees in the University Libraries System.

### B. Procedures:

Election procedures shall be in accordance with Roberts' Rules of Order. Mail ballots may be used.

## III. UNIVERSITY LIBRARY COMMITTEE

Representative to the University Library Committee: the University Libraries System will elect, at large, for a term of two years, an ex-officio member of the University Library Committee to serve as a resource person for that Committee's deliberations. The representative will report to the University Libraries System Executive Committee.

## IV. AD HOC COMMITTEES

The Executive Committee may appoint ad hoc committees, excluding those that are provided for in the Agreement.

## V. MERIT COMMITTEE

A. The University Libraries System Nominations Committee by the end of September of each year shall examine the contract to see if a University Libraries System Merit Committee will be needed for that year.

B. For the year(s) that a University Libraries System Merit Committee is needed, a committee of 5 members will be elected; 2 members from the previous merit committee will carry over to the next committee to maintain continuity of procedures. No member will serve more than two consecutive terms.

## VI. AMENDMENT AND REPEAL

A. These Bylaws shall become effective upon approval by the Senior Vice President and Provost of the University of Cincinnati.

B. Amendments or repeals may be proposed by the University Libraries System Executive Committee or by any three members of the System. Proposed amendments shall be referred to the Executive Committee or to a special committee. Proposals for amendment to these Bylaws shall be sent to all bargaining unit members in the System at least fifteen (15) days before a regular or special meeting has been called for. Proposals for the amendment of the Bylaws shall be sent to the members with a report recommending in favor or against the proposed amendment.

C. Amendments or repeals shall require an affirmative vote of the majority of the bargaining unit members in the University Libraries System.

D. Routine changes in article, section, and paragraph numbers which are necessary to bring these Bylaws into conformity with each new contract shall not require an amendment.

jm

June 10, 1993

B.7

# COLORADO STATE UNIVERSITY LIBRARIES

# ByLAWS OF THE LIBRARIES FACULTY COUNCIL

## PREAMBLE

"Based upon the recommendations of the Committee to Study the Reorganization of Councils and Committees, a Libraries Faculty Council is established."

### ARTICLE I - NAME

The name of this organization shall be the Libraries Faculty Council of the Colorado State University Libraries.

### ARTICLE II - PURPOSES

The purposes of these organization shall be: (1) to provide a forum for discussion; (2) to prepare recommendations of policies, procedures, and other pertinent matters for consideration by the Director of libraries.

### ARTICLE III - MEMBERS

Any person holding any type of faculty appointment in the Colorado State University Libraries shall be a regular, voting member.

### ARTICLE IV - OFFICERS

Sec 1. The officers of this organization shall be a Chairperson, a Vice-Chairperson and a Secretary. These officers shall perform the duties prescribed by these by-laws and by the parliamentary authority adopted by the organization.

Sec 2. Election of officers shall take place between the first and second meetings of each new school year. Election shall be by nominating ballot followed by an election ballot. No member shall run for more than one office. If a member is nominated to more than one office, that person shall choose the office for which he/she wishes to run, and the member receiving the next highest number of votes shall run for the office not chosen. Newly-elected officers shall assume duties at the next meeting following the election.

Sec.3. The term of office shall be for one year or until a new slate of officers is elected.

Sec.4. If a vacancy occurs, the matter shall be brought before the organization to decide if the office needs to be filled before the next regularly scheduled election. If the organization decides to fill the vacancy, it shall be filled in the manner prescribed for elections.

### ARTICLE V - EXECUTIVE BOARD

Sec.1. The officers of the organization shall constitute the members of the Executive Board.

Sec.2. The past chairperson shall be an ex-officio non-voting member of the Executive Board.

Sec.3. The Board shall meet when necessary or when requested by an affirmative vote of the organization.

### ARTICLE VI - MEETINGS

Sec.1. The regular meetings of the organization shall be held monthly throughout the academic year unless otherwise ordered by the Executive Board.

Sec.2. Special meetings may be called by the Executive Board, or upon written request of 10 members of the organization, or by the Director of Libraries.

Sec.3. Except on emergencies, three days written notice shall be required for any meeting.

Sec.4. One-half of the members shall constitute a quorum at any meeting.

## ARTICLE VII - COMMITTES

Sec.1. Types of committees

A. Standing committees are constituted to perform a continuing function. The committees of the organization are:

1. Personnel Committee which studies and investigates any matters relating to personnel practices and procedures.

2. Staff Development Committee plans, evaluates, and implements staff development programs for the libraries. The Libraries Personnel Officer serves as the administrative resource person to the Committee.

3. The Guest Scholar Committee solicits from the Libraries Faculty and/or other faculty at CSU recommendations for guest scholar programs that the Libraries might sponsor. These programs should be of interest to the wider university community. If appropriate programs are not identified, there might not be a program each year. The Committee shall be responsible for all arrangements concerning quest scholar programs. The term of this Committee shall be from May to May.

4. The Professional Development Committee is composed of representatives from each division serving staggered terms of 2 years each. The committee is responsible for administering the distribution of funds, recommending changes in the fund distribution and for informing faculty of these opportunities. The LFC approves, and forwards to the director, any changes to the fund distribution guidelines. (For current fund distribution guidelines, see Section C, Administration, Policy and Procedure Statement, C.19.)

B. Ad hoc committees shall be formed to carry out a specific task. At the completion of this task, on presentation of the final report to the organization, such a committee shall cease to exist unless other action is taken by the organization.

Sec.2. MEMBERSHIP

A. Standing Committees

1. Following the annual election of officers, members of the organization will be polled to determine their willingness to serve on a committee or committees of their choice.

2. Using this information, the Executive Board will appoint members. The Board will be guided by the consideration that both continuity and new ideas are important to the successful functioning of a committee.

3. Membership of each committee will be limited to five whenever possible.

4. Committees will elect their own chairperson at the first meeting of the academic year. The chairperson will retain membership during the following year but not necessarily as chairperson. The chair of a standing committee shall be a member of LFC.

5. This limitation shall apply to time spent in any interim capacity for an unexpired term, as well as the time period of a regular appointment.

6. The member of the libraries administrative structure most closely associated with each committee's activities shall be the ex-officio, non-voting member of that committee.

7. Vacancies will be filled by appointment of the Executive Board.

B. Ad hoc committee

1. Upon affirmative vote of the organization to establish an ad hoc committee, a call shall be made for volunteers for that committee.
2. Using this information, the Executive Board shall appoint members. The Board shall be guided by the consideration that the committee should represent, as far as possible, all points of view in the organization.
3. Membership on a standing committee shall not preclude membership on an ad hoc committee.
4. Membership shall limited to five, whenever possible.
5. The Chairperson of an ad hoc committee shall be named by the Executive Board.
6. Vacancies shall be filled by appointment of the Executive Board.

Sec.3. RESPONSIBILITIES

A. All committees are responsible to the Libraries Faculty Council as a whole. They are to deal with items contained in their charge, and/or assigned to them by the Libraries Faculty Council, the Chairperson of the Libraries Faculty Council or the Director of the Libraries. They may also consider items originated by themselves.

B. Committees are expected to make periodic reports of their activities to the Libraries Faculty Council.

C. Committees shall submit written reports of recommendations to the Libraries Faculty Council for its consideration. This shall occur regardless of the source of the original request for action.

Sec.4. FORMATION AND TERMINATION

The creation or abolishment of any committee by the organization shall require the approval of two-thirds of the members present.

ARTICLE VIII - Parliamentary Authority

The rules contained in Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the organization may adopt.

ARTICLE IX - AMENDMENT OF By-LAWS

These by-laws shall substitute for or supplant any conflicting organizational motions or resolutions previously passed by the organization. These by-laws may be amended at any regular meeting of the organization by a two-thirds written vote of the membership, provided written notice has been included in the call of the meeting.

# LIBRARY FACULTY ASSEMBLY CODE OF GOVERNANCE & BYLAWS

## UNIVERSITY OF KANSAS LIBRARIES
## LFA CODE OF GOVERNANCE

### Article I. PURPOSE

1.1 The Library Faculty Assembly shall act as an advisory body to the Dean of Libraries, subject to the policies of the Board of Regents, the University Senate, and the Dean of Libraries. The Library Faculty Assembly shall discuss and make recommendations on matters pertaining to the professional and academic concerns of and standards for librarians and other members, the Library's policy of service to the University community, and University policies relating to the Library.

1.2 It shall be the privilege of the Library Faculty Assembly to address itself to the Dean of Libraries, to the Libraries Administrative Conference, to the Libraries Classified Conference, and to the University Council through the Library's representative on those matters of concern to the library faculty.

### Article II. CATEGORIES OF MEMBERSHIP AND RIGHTS OF MEMBERS

2.1 Library Faculty Assembly membership shall include individuals in the following categories:

2.1.1 All librarians with rank of Librarian I-III on tenure-track or continuing appointments.

2.1.2 All librarians with rank of Librarian I-III on term appointments.

2.1.3 Emeritus members of the library faculty who indicate in writing to the LFA Chairperson their desire to remain members.

2.1.4 Unclassified professional staff on salaried appointments (non-tenure-track).

2.1.5 Visiting library faculty.

2.2 Among the rights of Library Faculty Assembly members shall be the following:

2.2.1 VOTING

2.2.1.1 Members in category 2.1.1 may vote in all LFA elections.

2.2.1.2 Members in category 2.1.2 may vote in all LFA elections except for candidates for the committees on Promotion and Tenure, and Evaluation of Service and Research.

2.2.1.3 Members in category 2.1.3 may vote for candidates for positions on the Executive Committee.

2.2.1.4 Members in category 2.1.4 may vote for candidates for positions on the Executive Committee.

2.2.1.5 Members in category 2.1.5 may vote for candidates for positions on the Executive Committee.

2.2.1.6 Members in all categories may vote on all other ballots unless specifically excluded by a simple majority vote of all members present at the LFA meeting during which the ballot is adopted.

2.2.2 HOLDING OFFICE AND SERVING ON COMMITTEES

2.2.2.1 Members in category 2.1.1 may serve and hold office on all standing committees.

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2.2.2.2 Members in category 2.1.2 may serve and hold office on all standing committees except Promotion and Tenure, and Evaluation of Service and Research.

2.2.2.3 Members in category 2.1.3 may serve and hold office on the Budget and Planning, Nominating and Ballot, Staff Development, Staff Orientation, and Code and Bylaws Committees. Members in category 2.1.3 may not serve or hold office on Promotion and Tenure, Salaries and Benefits, Appointment Criteria, Evaluation of Service and Research, and Executive committees.

2.2.2.4 Members in category 2.1.4 may serve and hold office on the Budget and Planning, Nominating and Ballot, Staff Development, Staff Orientation, and Code and Bylaws committees. Members in category 2.1.4 may serve on the Executive Committee, but may not hold office. Members in category 2.1.4 may not serve on Promotion and Tenure, Salaries and Benefits, Appointment Criteria, and Evaluation of Service and Research committees.

2.2.2.5 Members in category 2.1.5 may serve and hold office on the Budget and Planning, Nominating and Ballot, Staff Development, Staff Orientation, and Code and Bylaws committees. Members in category 2.1.5 may not serve or hold office on Promotion and Tenure, Salaries and Benefits, Appointment Criteria, Evaluation of Service and Research Committees, and Executive Committees.

2.2.2.6 All members are eligible for appointment to ad hoc committees.

## Article III. ORGANIZATION

### 3.1 OFFICERS AND TERMS OF OFFICE

3.1.1 Officers of the Library Faculty Assembly shall include a chairperson, a vice-chairperson (chairperson-elect), and a secretary. All officers serve one-year terms and cannot be reelected without two years intervening.

### 3.2. CALENDAR AND MEETINGS

3.2.1 The Assembly year shall run from July 1 to June 30. There shall be at least one regular meeting each year, to be held during the Fall Semester. The Executive Committee may call extraordinary meetings on its own initiative, or upon the request of the Dean of Libraries, or upon petition of at least ten members of the Library Faculty Assembly delivered to any member of the Executive Committee. An extraordinary meeting must take place within ten working days after the receipt of the petition.

### 3.3 STANDING COMMITTEES

3.3.1 Members may serve up to two successive terms on the same committee, save where otherwise specified.

### 3.3.2. EXECUTIVE COMMITTEE

3.3.2.1 The Executive Committee shall ensure the orderly and effective operation of the Library Faculty Assembly. It shall be the first point of contact for any matters referred to the attention of the Library Faculty Assembly, save those which are specifically assigned to standing committees in the ensuing paragraphs of the Code of Governance, and, where appropriate, shall assign such matters to standing or ad hoc committees. The Executive Committee-elect shall meet following its election to organize and make committee appointments for the forthcoming year. Committee appointments shall dossiers for librarians under consideration for promotion and/or tenure and shall present its recommendations to the Library Faculty Assembly for approval.

3.3.4.4 The first meeting of the Committee each year shall be called by the Library Faculty Assembly Executive Committee no later than the first week of August; the first order of business shall be to select a presiding officer and a recording secretary.

3.3.4.5 The Committee on Promotion and Tenure shall be composed of seven members: four librarians from rank III, two librarians from rank II and one librarian from rank I — all to be elected by members of the Library Faculty Assembly eligible to vote (see 2.2.1 supra). No librarian who is scheduled for promotion or tenure review may stand for election or serve on the Committee during the year in which he or she will be reviewed for promotion, tenure or non-reappointment. The elected members of the Committee shall serve two years with overlapping terms to provide continuity. Members may not succeed themselves without one year intervening.

3.3.4.6 The Committee shall function as a unit with all members present. Each shall have the full privilege of voice and shall vote in all proceedings except those in which the vote is specifically denied by Section 3.3.4.8 or Section 3.3.4.9 or when by a majority vote, the Committee disqualifies a member from discussion, voting, or both because his or her supervisorial, domestic, or other relationship to the matter under discussion is judged prejudicial by the Committee.

3.3.4.7 Should the composition of the Committee on Promotion and Tenure include fewer than four library faculty members qualified to vote in an individual case, qualified librarians having the next highest number of votes in the last Committee election shall be added to the Committee as necessary to make up the vote.

3.3.4.8 In cases involving recommendations for promotion and tenure at least four qualified members shall vote in the following manner: for promotion, only those members of the rank for which the candidate is being nominated and the rank above shall vote; for tenure, only those members of the Committee with tenure shall vote.

3.3.4.9 In cases involving requests for sabbatical leave, all qualified members except those who are candidates for sabbatical leave shall meet and vote.

3.3.4.10 The Committee shall promptly notify each candidate in writing of its recommendation regarding promotion or tenure. In the case of a negative recommendation on promotion the candidate shall also be notified that the dossier will be forwarded to the University Committee on Promotions and Tenure only if he or she specifically so requests in writing. In case of a negative recommendation on tenure dossiers will be routinely forwarded. Questions to LCPT regarding its recommendation must be directed to the Committee within one week of the notification of the recommendation. Formal appeal procedures in such matters are set out in Faculty Senate Rules and Regulations 6.4.

3.3.4.11 The deliberations on individual cases involving non-reappointment, tenure, promotion, and sabbatical leave shall be held in strict confidence; discussion of such cases by Committee members shall be restricted to meetings of the Committee formally convened for the purpose.

### 3.3.5 COMMITTEE ON STAFF DEVELOPMENT

3.3.5.1 The Committee on Staff Development shall be concerned with the improvement of library staff service to the University, pursuing this aim by the encouragement and support of continuing education, research, and publication for and by the library staff.

be made early enough to ensure that the committees will be able to assume their duties on July 1. It shall schedule meetings, prepare agendas, review and revise charges to standing committees, ensure an appropriate roster for each mail ballot, and disseminate committee reports and ballot results by publication in FYI or other appropriate manner. This committee shall take no action contrary to the desires of the Library Faculty Assembly.

3.3.2.2 The Chairperson of the Library Faculty Assembly shall represent the Assembly on the Administrative Conference. The Chairperson shall serve or shall designate another member of the Executive Committee to serve as representative to the Senate Libraries Committee.

3.3.2.3 The Executive Committee shall be composed of seven members: the officers of the Library Faculty Assembly, three elected librarians, one from each of the three ranks of library faculty on regular appointment, and one elected member from the unclassified professional staff (non-tenure-track) on salaried appointment (i.e., membership category 2.1.4), who shall serve one-year terms. The Chairperson of the Library Faculty Assembly shall act as the presiding officer of the Executive Committee.

### 3.3.3. NOMINATING AND BALLOT COMMITTEE

3.3.3.1 The Nominating and Ballot Committee shall provide a slate of candidates for vice-chairperson (chairperson-elect) and secretary of the Library Faculty Assembly; and members of elective standing committees, in sufficient time for elections to take place no later than May. The Nominating and Ballot Committee shall also assemble all Library Faculty Assembly ballots, and tabulate and report the results to the Executive Committee.

3.3.3.2 The Nominating and Ballot Committee shall be appointed by the Executive Committee and be composed of three members. Committee members shall serve two year overlapping terms. The committee members shall select a presiding officer and a recording secretary.

### 3.3.4. COMMITTEE ON PROMOTION AND TENURE

3.3.4.1 The Committee on Promotion and Tenure (LCPT) is the committee required by Faculty Senate Rules and Regulations 6.1.1. It shall review the qualifications and performance of all members of the Library Faculty who are to be considered for promotion, award of tenure, or non-reappointment, and make recommendation to the University Committee on Promotions and Tenure in accordance with the guidelines accepted by the University of Kansas for granting promotions and tenure for librarians. Its recommendations, together with those of the Dean of Libraries, shall be forwarded to the Office of Academic Affairs for consideration by the University Committee on Promotions and Tenure.

3.3.4.2 The Committee on Promotion and Tenure also acts as the Libraries' sabbatical leave committee. It shall review and evaluate the merit of each applicant for sabbatical leave and of his or her proposal. It shall notify each applicant in writing of its recommendation and shall forward each recommendation to the Dean of Libraries, who will review and evaluate the merit of the applicants and their proposals before transmittal to the Vice Chancellor for Academic Affairs for referral to the University Committee on Sabbatical Leaves for evaluation. (Faculty Senate Rules and Regulations 8.2.2-8.2.4.)

3.3.4.3 The Committee shall review annually the criteria established by the University Libraries in accordance with the aforesaid guidelines and recommend to the Library Faculty Assembly revisions of these criteria, as necessary. It shall also recommend the procedures used for the preparation of

3.3.5.2 The Committee on Staff Development shall be composed of six members and the Libraries' personnel officer (ex officio). Four members shall be appointed by the Executive Committee, with no more than two librarians from one rank. If a reasonable effort fails to produce volunteers from the ranks needed to meet this requirement, the position may be filled by a person from another rank. Two members shall be selected by the Classified Conference.

3.3.5.3 LFA-appointed committee members and Classified Conference-selected members shall serve two-year overlapping terms. The committee members shall select a presiding officer and a recording secretary.

### 3.3.6 COMMITTEE ON BUDGET AND PLANNING

3.3.6.1 The Committee on Budget and Planning, in consultation with library administration and the Library Faculty Assembly, shall formulate recommendations on general priorities in budget distribution within the Library and on long-range planning for the Library.

3.3.6.2 The Committee on Budget and Planning shall be composed of five members from the library faculty appointed by the Executive Committee, two members from the Classified Conference, and the Libraries' budget officer (ex officio).

3.3.6.3 The committee members shall serve two-year overlapping terms and shall select a presiding officer and a recording secretary.

### 3.3.7 COMMITTEE ON SALARIES AND BENEFITS

3.3.7.1 The Committee on Salaries and Benefits, in consultation with the library administration and the Library Faculty Assembly, shall prepare such reports and statistical studies as may be needed to support the library's budget request for salaries, and shall review for approval the salary ranges and offers proposed by search committees. The committee shall review annually, and recommend revision of as necessary, the method(s) of distribution of merit salary increases. Such method(s) and revision shall be submitted to the Library Faculty Assembly for approval annually by means of a mail ballot.

3.3.7.2 The Committee on Salaries and Benefits shall review benefits for unclassified staff and, in consultation with the library administration and the Library Faculty Assembly, seek ways to improve such benefits and to educate staff concerning benefit options.

3.3.7.3 The Committee on Salaries and Benefits shall be composed of three members of the library faculty appointed by the Executive Committee, and the Libraries' personnel officer (ex-officio). The appointed members shall serve two-year overlapping terms, and shall select a presiding officer and a recording secretary.

### 3.3.8 COMMITTEE ON APPOINTMENT CRITERIA

3.3.8.1 The Committee on Appointment Criteria shall, upon the request of the Executive Committee, review and recommend as necessary revision of criteria for initial appointment of library faculty. Such criteria and revisions shall be submitted to the Library Faculty Assembly for approval.

3.3.8.2 The Committee on Appointment Criteria shall be composed of the Chairperson of the Library Faculty Assembly; the Chairpersons of the Committee on Promotion and Tenure, and the Committee on Salaries and Benefits; and the personnel officer (ex-officio). The Chairperson of the Library Faculty Assembly shall serve as Chairperson of this committee. The Libraries' personnel officer shall act as recording secretary.

### 3.3.9 COMMITTEE ON STAFF ORIENTATION

3.3.9.1 The Committee on Staff Orientation shall be concerned with library employee orientation to the library facilities, library services, elected library governance officials and their duties, library administration officials and their duties, and other activities as deemed necessary to familiarize employees with the library system as a whole.

3.3.9.2 The Committee on Staff Orientation shall be composed of six members. Two members shall be appointed by the Executive Committee for two-year overlapping terms and two members shall be selected by the Classified Conference. One member of the Staff Development Committee shall be appointed to the Committee on Staft Orientation by the Staff Development Committee. The Assistant to the Dean for Personnel shall serve as an ex-officio member. The committee members shall select a presiding officer and a recording secretary.

### 3.3.10. COMMITTEE ON EVALUATION OF SERVICE AND RESEARCH

3.3.10.1 The Committee on Evaluation of Service and Research shall review as part of the annual merit review process, Parts II-V of the Faculty and Staff Annual Report (FASAR). The Committee shall evaluate and assign a rating for each librarian and notify the librarian of the rating assigned.

3.3.10.2 The Committee on Evaluation of Service and Research shall report annually to the Library Faculty Assembly on the guidelines used in evaluating and determining ratings for service and research.

3.3.10.3 The Committee on Evaluation of Service and Research shall be composed of three librarians, one from each rank, elected annually. Members shall select a presiding officer and a recording secretary.

### 3.3.11 COMMITTEE ON THE CODE AND BYLAWS

3.3.11.1 The Committee on the Code and Bylaws shall be responsible for reviewing the LFA Code and Bylaws, as well as any proposed amendments, and for ensuring that all sections and parts of the Code and Bylaws are internally uniform and conform to the stated purpose of the LFA (1.1). The Committee shall, upon the request of any LFA member or committee conveyed through the Executive Committee, also render interpretive decisions as to the meaning of particular section or parts of the Code and Bylaws. The Committee's recommendations and decisions shall be forwarded to the Executive Committee.

3.3.11.2 The Committee on the Code and Bylaws shall be appointed by the Executive Committee and be composed of three members, two of whom shall have had prior service on the Executive Committee. Committee members shall serve two-year overlapping terms and shall select a presiding officer and a recording secretary.

### 3.4 AD HOC COMMITTEES

3.4.1. Ad hoc committees may be established by the Executive Committee.

# UNIVERSITY OF KANSAS LIBRARIES
# BYLAWS OF THE CODE OF GOVERNANCE

## Article I. PARLIAMENTARY PROCEDURES

1.1. The most recent edition of *Robert's Rules of Order, Newly Revised,* shall be the parliamentary authority used in conducting meetings of the Library Faculty Assembly, where these rules are not inconsistent with the provisions of the Code. The Chairperson of the Library Faculty Assembly may appoint a parliamentarian to serve during meetings of this body as necessary.

## Article II. AGENDA, MINUTES, QUORUM, REPORTS

### 2.1 AGENDA

2.1.1 Agenda for regular meetings of the Library Faculty Assembly shall be published in *FYI* no later than one week prior to a meeting. Agenda for extraordinary meetings shall be made available with the call for the meeting. Minutes of regular and extraordinary meetings of the Library Faculty Assembly shall be published in *FYI* within two weeks.

### 2.2 QUORUM

2.2.1 The quorum for the Library Faculty Assembly shall be one-third of the total membership of the Assembly.

### 2.3 COMMITTEE REPORTS

2.3.1 All committees shall provide the Executive Committee with minutes of meetings, delivered within two weeks of each meeting, and, at the end of the year an annual report. These minutes and reports shall be published in *FYI* within two weeks of receipt.

### 2.4 PRESERVATION OF RECORDS

2.4.1 The Executive Committee secretary shall deposit three copies of all agenda, minutes, reports, and other records of the deliberative bodies and committees established in the Code in the University Archives.

## Article III. ELECTIONS AND VACANCIES

### 3.1 ELECTIONS

3.1.1 The Nominating and Ballot Committee shall assemble and distribute ballots, and tabulate and report to the Executive Committee the results of elections, for dissemination to the Library Faculty Assembly.

3.1.2 Whenever possible mail ballots shall be used for elections. Optimally, ballots should include at least two nominees for each vacant position and space for write-in candidates. However if after an extensive search nominees are lacking, the following minimum requirements should be observed, in addition to provision for write-in candidates: ballots for one vacancy in a given category must include at least two nominees; ballots for two vacancies in a given category must include at least three nominees; ballots for three vacancies in a given category must include at least five nominees; and ballots for four vacancies in a given category must include at least seven nominees.

3.1.3 A plurality shall not be considered as valid. A preferential vote as defined in *Robert's Rules of Order* will be used whenever necessary to obtain a majority of votes cast.

3.1.4 If an election results in a tie vote, a runoff election will be held.

3.1.5 Elections shall be completed in time to provide officers and elected committee memberships by June 1 of each year.

3.1.6 The results of elections must be submitted by the chairperson of the Nominating and Ballot Committee to the Chairperson of the Library Faculty Assembly, who must deposit them in the University Archives.

3.1.7 Prior to the appointment of any appointive committee, there shall be a call for nominations or self-nominations from the membership of the Library Faculty Assembly. All nominations received within five working days of this publication shall be included on the ballot.

### 3.2 VACANCIES

3.2.1 Any office or committee membership shall be considered vacant upon the resignation of the incumbent from the office or the University of Kansas Libraries. Vacancies on elected committees shall be filled by special election; vacancies on other committees shall be filled by appointment made by the Executive Committee. All such members shall serve for the remaining part of the original terms. If less than one quarter of the term remains at the time the incumbent resigns, the committee chairperson may request that the Executive Committee leave the position vacant for the remainder of the term. Replacement committee members or officers who serve one quarter term or less shall be eligible for reelection or re-appointment (LFA Code 3.3.1). When more than one quarter of the vacant term has been served, replacement committee members or officers are eligible for reelection or re-appointment for one additional term unless otherwise specified.

## Article IV. AMENDMENTS

### 4.1 THE CODE

4.1.1 A two-thirds vote of those who cast a mail ballot shall be required for adoption of any proposed amendment to the Code, provided that a majority of the membership eligible to vote returns valid ballots.

### 4.2 THE BYLAWS

4.2.1 A simple majority vote by mail ballot shall be required for adoption of any proposed amendments to the Bylaws.

### 4.3 NOTIFICATION

4.3.1 Upon the approval by the membership of an amendment(s) to the Code or Bylaws, the Chairperson of the Executive Committee shall notify the Dean of Libraries of the results and convey a copy of the amendment(s) for approval. The amendment becomes effective upon written approval by the Dean. A copy of the revised Code and Bylaws shall be issued to the membership.

## Article V. SELECTING MEMBERSHIP FOR THE DEAN'S REVIEW COMMITTEE

5.1 Upon call from the Vice Chancellor for Academic Affairs or other appropriate University authority, the Executive Committee shall direct the Nominating and Ballot Committee to create a ballot containing the names of all members of the Library Faculty Assembly. Appropriate notice shall be given to the members so that any individual may remove her/his name from the ballot before it is submitted to the membership for the vote.

5.2 The votes will be cast by mail ballot with as much time elapsing before the closing date of the election as is possible within the constraints imposed by the call from the Vice Chancellor for Academic Affairs. Each individual will be allowed to vote for as many candidates as the Library Faculty is allowed members on the Review Committee.

5.3 The Executive Committee will forward as many names as requested in the call for members to the Dean's Review Committee, with the names placed in rank order by the number of votes received.

# UNIVERSITY OF KENTUCKY LIBRARIES
# ORGANIZATIONAL PROCEDURES

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## I. INTRODUCTION

The organizational structure of the libraries and the rules of procedures which follow attempt to give the University of Kentucky Libraries an academic form of governance. The definition of the libraries' administration and governance is consistent with the ACRL Standards for University Libraries, approved in October, 1978. The following is cited from that document:

"Section E. Administration and Governance.

Standard E. 1. The place of the university library within the administrative and governance structure of the university shall be clearly defined, and the responsibilities and authority of the library administration and its chief administrative officer shall be defined.

Standard E. 2. The university library's own administrative and governance structure shall be clearly specified and shall be consonant with the governance structure of the university as well as with the particular needs and requirements of the library."

Commentary on Standard E. 2. . . .It is essential that library governance reflect the principles and practice followed elsewhere within the university, although they should be modified as necessary to embody those conditions and issues peculiar to an academic library.

"Standard E. 3. There shall be a close administrative relationship among all libraries within the university to the end that library users may make full and effective use of library resources and services.

Standard E. 4. A university library's major policies and procedures shall be clearly defined and regularly reviewed."

The University of Kentucky Libraries include the main library (Margaret I. King), the branch libraries and the associate libraries which support the students, faculty, and staff in teaching, research, service, and administrative functions of the University and also serve the citizens of Kentucky. The basic mission of the University Libraries is to provide bibliographic, physical and intellectual access to recorded knowledge and information consistent with the present and anticipated instructional, research, and service responsibilities of the University of Kentucky. To this end, the Libraries collect, preserve, and distribute both print and non-print materials. The main library collection is concentrated in the areas of humanities and social sciences, and the branch and associate libraries collect in the areas of agriculture, architecture, art, biological sciences, business and economics, chemistry and physics, education, engineering, geology, law mathematics and computer science, medicine, music and transportation (Supported by the Center), (Administratively, the Medical Library reports to the Vice Chancellor for Academic Affairs of the Medical Center and not to the Director of Libraries, but the Director of the Medical Library and Director of Libraries may coordinate library matters.) Reading rooms are maintained for business and economics, social work, and communications.

Information centers are maintained in Business & Economics and the Gluck Equine Research Center. Audio-Visual Services are part of the Libraries and computer labs are operated in several locations on campus.

The major objectives of the University Libraries are:

1. To select and acquire those informational resources relevant to effective pursuit of current and anticipated instructional and research activities of the University.

2. To organize and administer the materials acquired in a manner which will facilitate direct user access.

3. To interpret the collection to users and increase the skills of individual users in independent utilization of library resources.

4. To provide access to needed resources not located within the University Libraries system.

5. To provide and utilize space and equipment efficiently so that the library patron may use the collection effectively.

6. To maintain a program for preservation of materials and collection security so that the library's resources will be available for future users.

7. To maintain meaningful working relationships with the academic community and with University officials to assure effective development of the library resources consistent with the purposes of the University.

8. To maintain close relationships with other Kentucky universities and college libraries and with research libraries and cooperative organizations outside the State to effect the development of mutually beneficial approaches to collection policies and the effective use of resources.

9. To seek improvement in effective allocation and application of all available resources (human, informational, financial, and physical) through systematic analysis and review.

## II. ADMINISTRATIVE ORGANIZATION

### A. The Director

The Director of Libraries is the executive officer of the library, and the coordinator of activities between the library and the university community. The Director is charged with the administration, and efficient conduct of the library. It is the Director's function to see that the regulations of the Board of Trustees and the guidelines of the Governing Regulations are enforced.

The Director speaks for the library system. In the event that it is necessary to depart from the opinion of the library faculty, the faculty's opinion must be communicated along with the Director's as well as reasons for differing and the faculty shall be notified of this action.

The Director appoints standing and ad hoc committees.

The Library reports to the Vice President for Information Systems, but the Director participates in the Dean's Council of the Lexington Campus, is an ex-officio member of the University Senate and of the Library Committee of the University Senate which is charged with consulting and advising the Director on matters related to improving the usefulness of the library.

The Director submits the budget request of the library and administers the budget when it is approved.

Based upon the recommendation from the appropriate committee and department heads, the Director makes decisions or recommendations on appointments, titles, duties, compensation, promotions, reappointments, terminations, and tenure.

### B. The Associate Directors

The Associate Director of Libraries acts as deputy to the Director and heads the Branches Division. The Associate Director of Libraries is in charge of the library in the absence of the Director. Should both the Director and the Associate Director of Libraries be absent, the responsibility falls to the senior ranking Associate or Assistant Director.

The Associate Director for Public Services and Systems is responsible for the public service units in King Library and has the added library system wide responsibility of overseeing the automation of University Libraries.

### C. Assistant Directors

Assistant Directors function in the areas of technical services, development, collection development, and special collections. The Assistant Directors are responsible for the administration and coordination of these library divisions.

### D. Directors of Associate Libraries

Directors of Associate Libraries function in the areas of Law and Agriculture and are responsible for the administration and coordination of these libraries. Associate Libraries handle their own technical services and report to the Director of Libraries.

### E. Director of Medical Center Library

The Director of the Medical Center Library functions in the area of health sciences and is responsible for the administration of the Medical Center Library and the coordination of that library with the University Libraries. The Medical Center Library is an administratively separate library that reports to the Vice Chancellor for Academic Affairs, Medical Center.

### F. Department Heads

The Department heads or branch librarians are responsible for a specified unit within the library system and is responsible for the administration and coordination of that unit.

### H. Administrative Groups

1. Administrative Committee. The Administrative Committee shall be composed of the Director, the Associate Directors, the Assistant Directors, Directors of Associate Libraries and others as indicated below. The Committee shall act as advisors to the Director in the overall operation and specific policies of the library. The Committee shall meet as necessary.

One member of the regular library faculty shall be elected from its membership at the fall faculty meeting to sit with the Committee as a full participating member. If by virtue of position the individual does not also attend Administrative Council meetings, the election as representative to the Administrative Committee shall entitle this person to sit with the Administrative Council. The election procedures for this position follow:

1. The request for nominations for Administrative Committee Faculty Representative could be tied to the annual memo from the Director requesting committee preferences. The memo should include a statement of who is eligible to serve and a list of the past three representatives and their department or library.

2. The committee/nomination form will be returned to the D.O. and tabulated.

3. The nominee list will be turned over to the current faculty representative, who will contact the nominees receiving the highest number of votes to see if they are willing to serve.

4. The names of the top three nominees willing to serve will be announced by the current faculty representative at least one week prior to the fall faculty meeting.

5. The election will be held as usual at the Fall Faculty meeting.

The Director of the Medical Library may also sit with the Administrative Committee.

The Chair of the ACTS Executive Committee shall sit with the Administrative Committee as a full participating member. This person would also, by virtue of this position, attend the Library Faculty meetings.

The Director may invite any other staff members to sit with the Administrative Committee on an ad hoc basis or as a full participating member.

Support Staff Representatives. The individuals elected to sit with the Library Faculty shall also sit with the Administrative Council.

Library Faculty Representative. The Library Faculty Representative elected to the Administrative Committee also serves as a full participating member of the Administrative Council.

The Council shall be charged with recommending action to the Director of Libraries and associate and assistant directors regarding: any or all the duties of the library administrative office; the formulation by the library of such policies as implementation feasibility of new public services or other library programs; the budgetary needs peculiar to each unit; the resolutions to criticisms and suggestions arising from within or outside of the University that affect changes in operational procedures or cooperation between library divisions; the conversion from manual to automated processes, as well as the acquisition advisability of large quantities of material which is expensive, or with subject content covering several specific disciplines and therefore, likely to affect several libraries within the system.

## III. THE LIBRARY FACULTY

A. Membership. The faculty of the University Libraries shall consist of all full-time and part-time personnel holding professional librarian ranks IV to I, and others, as specified below.

Two non-professional staff members shall be elected by ACTS to sit with the library faculty, with voting privileges. All department heads and branch librarians and the Chair of ACTS, who sit with the Administrative Council by virtue of their position shall also sit with the library faculty regardless of their individual personnel classifications. These individuals shall have voting privileges.

All library faculty members shall have voting privileges. Medical Library staff shall not have voting privileges on matters affecting only the King Library and its branch system. The Medical Librarians shall have voting privileges on matters affecting the entire library system or the entire professional staff. Specific proxies may be given.

B. Function and Duties. The function of the library faculty is to develop the library policies and guidelines relative to the provision of information services required to meet the needs of the University's instructional, research, and service programs within the limits established by the regulations of the Board of Trustees and the policies and rules of the University Senate.

The duties of the library faculty shall include the following:

Review, evaluate and approve existing policies and new programs and policies.

Review and make recommendations concerning committee reports and activities.

Establish library standards.

C. Rights, Privileges and Responsibilities. All library faculty members have the right to attend all library faculty meetings, to submit items for inclusion on the agenda, and to participate fully in all discussions. All library faculty members are eligible to serve on library faculty committees.

Those full-time librarians with classification of III, II or I, excluding the Associate and Assistant Directors, are eligible to serve on the University Senate and on its committees.

The responsibility of the library faculty shall be governed by the Code of Faculty Responsibilities and the rules of the University Senate.

Within the limits established by the regulations of the Board of Trustees and the policies and rules of the University Senate, the faculty of the library shall determine the operational policies of the library. Policy and procedural matters which affect the library faculty shall be brought to the attention of the entire library faculty for approval or disapproval by majority vote. The faculty shall make recommendations to the University Senate through the Senate Library Committee on such matters as require the final approval of that body, and it may make recommendations on other matters to the University Senate, to the President or to other administrative officials.

Library faculty members with regular full-time appointments are subject to annual contract renewal and are eligible for tenure, promotion, and other faculty privileges as specified in the University Regulations. Appendix C outlines faculty rights, privileges and responsibilities.

D. Promotion, Tenure and Contract Renewals

Each library faculty member will be given the opportunity to request consideration for promotion and/or tenure. All who wish to discuss with the Director the merits of their candidacy will be given the opportunity to do so.

The Director will submit to the Promotion and Tenure Committee all individual requests for promotion and/or tenure consideration. In addition, the Committee will be supplied by the Director's Office with a list of all library faculty members who are eligible, because of time periods, to be considered for promotion, tenure, and renewal contracts. Tenure and promotion schedules are listed in the University Administrative Regulations ARII 1.0-1 (p. 15).

Each candidate shall submit to the Director a current vita. Candidates for tenure and/or promotion to Librarian II or I shall submit, also, the names of at least three individuals outside the University who can supply letters regarding the professional status of the candidate. The Director shall contact these individuals and request such letters and in addition solicits letters from individuals not suggested by the candidate.

Members of the tenured faculty and the Promotion and Tenure Committee will be supplied with all relevant data on each faculty member being considered for promotion, tenure or contract renewal. These will include the department head's recommendation in writing.

Recommendations of the Promotion and Tenure Committee regarding promotion, tenure and contract renewals will be presented annually to the full tenured faculty for their consideration. Promotions are considered by all tenured library faculty at or above the rank for which a candidate is being considered. Voting is done by secret ballot.

All tenured members of the library faculty shall then forward to the Director their written recommendations regarding candidates for tenure and/or promotion to Librarian II or I.

The Director forwards candidates' files with a recommendation to the Vice President for Information Systems for consideration by the Area Committee as appropriate and for review by the Chancellor of the Lexington Campus.

The procedures for contract renewals and promotion to Librarian III for the Medical Library Faculty are handled in the Medical Library. For the Administrative Regulations governing promotion and tenure for Librarians and library procedures for contract renewals see Appendix B.

E. Performance Evaluation Review. The University requires untenured faculty to have a Performance Evaluation Review annually and tenured faculty biennially. Tenured faculty may request a Performance Evaluation Review in the off-year if desired.

F. Officers. The Director of Libraries shall be the Chair of the library faculty . The Associate Director shall serve in the absence of the Director. A secretary and faculty representative to the Administrative Committee shall be nominated and elected from the floor at the first meeting of the fiscal year.

G. Meetings. The library faculty shall meet at least four times annually. Additional meetings may be called a the discretion of the Chair, or upon written request made to the Chair by at least ten members of the library faculty. A quorum shall consist of more than one-half of the members. A majority of the members assembled in the quorum is required for official library faculty action. Minutes shall be distributed prior to the next meeting and acted on at that meeting. Copies of the minutes shall be made available to all members of the library faculty, and department heads, who in turn, shall circulate these minutes to the entire library staff. Any member of the library faculty may submit suggestions to be included on the agenda which shall be drafted by the Director.

H. Committees. Committees are appointed by the Director and approved by the library faculty. The staff shall be surveyed as to interest in serving on the various committees to be appointed. One representative from ACTS shall be appointed to each committee. Committees shall be advisory in nature. The standing committees are described in Appendix A.

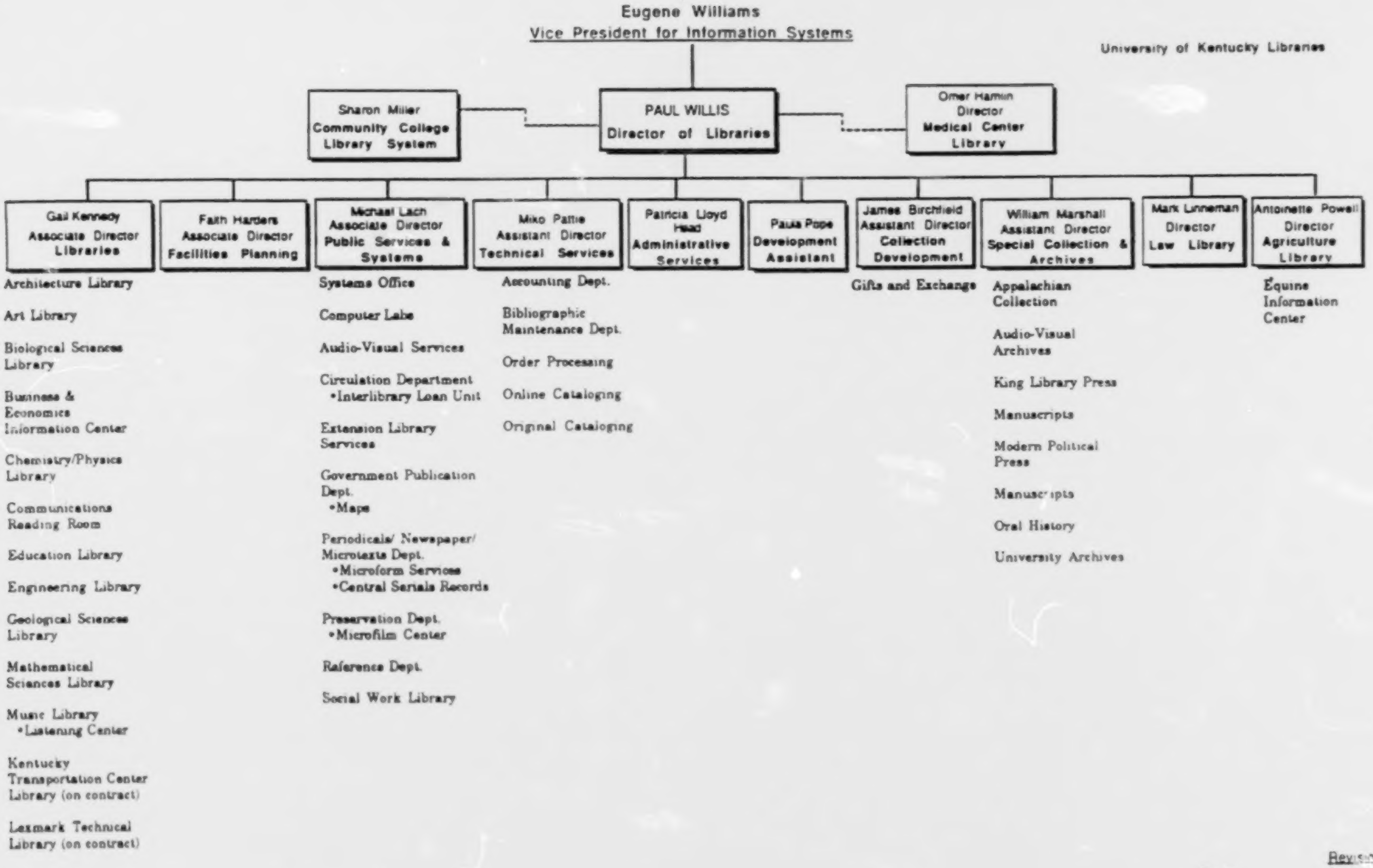
Ad hoc committees may be appointed as necessary.

## IV. AMENDMENTS

Amendments to this document may be initiated by any member of the library faculty. The proposed amendment will be presented to the Director for presentation to the library faculty. The faculty shall discuss the proposal and select a committee as necessary to study the proposed amendment. Notice of the proposed amendment will be submitted to the library faculty ten days prior to the voting.

A quorum to consider an amendment shall consist of more than two-thirds of the faculty. A majority of the faculty voting is required to approve an amendment.

University of Kentucky Libraries



**Eugene Williams**
Vice President for Information Systems

**PAUL WILLIS**
Director of Libraries

Sharon Miller
Community College Library System

Omer Hamlin
Director
Medical Center Library

Gail Kennedy
Associate Director
Libraries

- Architecture Library
- Art Library
- Biological Sciences Library
- Business & Economics Information Center
- Chemistry/Physics Library
- Communications Reading Room
- Education Library
- Engineering Library
- Geological Sciences Library
- Mathematical Sciences Library
- Music Library
  - •Listening Center
- Kentucky Transportation Center Library (on contract)
- Lexmark Technical Library (on contract)

Faith Harders
Associate Director
Facilities Planning

Michael Lach
Associate Director
Public Services & Systems

- Systems Office
- Computer Labs
- Audio-Visual Services
- Circulation Department
  - •Interlibrary Loan Unit
- Extension Library Services
- Government Publication Dept.
  - •Maps
- Periodicals/ Newspaper/ Microtexts Dept.
  - •Microform Services
  - •Central Serials Records
- Preservation Dept.
  - •Microfilm Center
- Reference Dept.
- Social Work Library

Miko Pattie
Assistant Director
Technical Services

- Accounting Dept.
- Bibliographic Maintenance Dept.
- Order Processing
- Online Cataloging
- Original Cataloging

Patricia Lloyd
Head
Administrative Services

Paula Pope
Development Assistant

James Birchfield
Assistant Director
Collection Development

- Gifts and Exchange

William Marshall
Assistant Director
Special Collection & Archives

- Appalachian Collection
- Audio-Visual Archives
- King Library Press
- Manuscripts
- Modern Political Press
- Manuscripts
- Oral History
- University Archives

Mark Linneman
Director
Law Library

Antoinette Powell
Director
Agriculture Library

- Equine Information Center

Revision
2.92
4.92

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## APPENDIX A
## STANDING FACULTY COMMITTEES

**GALLERY SERIES COMMITTEE.** The Gallery Series is a series of concerts, lectures and other programs held most Fridays at noon in the Library's W. Hugh Peal Gallery during the Fall and Spring semesters. The purpose of the series is to provide a forum for highlighting faculty at the University, as well as attracting both the University and the local community to visit the library. The responsibilities of the Gallery Series Committee include proposing a list of program presenters; contacting and confirming presenters; promoting the series; handling equipment/arrangements for presentations; introducing programs and/or presenters; thanking the program participants by letter.

**GREEN BEAN EDITOR.** The Green Bean is the biweekly newsletter of the University Libraries. The editor of the Green Bean takes primary responsibility for writing and editing the material published in it. It is the editor's responsibility to prepare the text for typing. The editor serves a one year assignment and it is counted as the equivalent of one committee assignment.

**KENTUCKY REVIEW COMMITTEE.** This Committee comprises members of the library staff who play a role in producing the humanities journal published by the Library Associates. Members of the Committee are solicited for ideas for manuscripts the journal should seek; they may be asked for reaction to manuscripts received; and they may prepare copy on library activities or new acquisitions. More routinely, members may mark manuscripts for composition, proofread copy and prepare mailings of the journal. Included on the Committee are the Editor, Production Manager, and Business Manager. The journal's Editorial Board is composed of representatives of the university faculty, the Associates and the community. Members of the library staff may publish in the Review but need not be a member of the Review Committee to do so.

**OCCASIONAL PAPERS.** The Occasional Papers Committee reviews and selects manuscripts for publication in the library's Occasional Papers series. Committee members may also assist in the production process. The Occasional Papers are published irregularly. They are a channel through which contributors may communicate their research results on aspects of library operations and collections. Descriptive papers and annotated bibliographies may also be considered if of sufficient interest and usefulness.

**ELECTRONIC RESOURCE GROUP.** This group coordinates the selection of and access to all forms of information available in electronic format.

**PERSONNEL COMMITTEE.** The Personnel Committee is responsible for the recruitment and selection of library faculty. When a position becomes open, the Administrative Assistant, together with the Director and members of the appropriate department, prepares a job description and advertises the position. After the closing date, the Personnel Committee reviews the applications and arranges interviews with the selected candidate(s). The Committee then votes on the candidate(s) and makes a recommendation to the Director.

**PRESERVATION COMMITTEE.** Chaired by the Preservation Librarian. The mission of the Preservation Committee is to educate and create an awareness among library staff and library patrons of preservation practices; to study and make recommendations leading to the improvement of conditions or activities regarding preservation throughout the library system; and to work toward fulfilling the recommendations of the long range preservation plan.

PROMOTION/TENURE COMMITTEE. The charge of the Promotion/Tenure Committee is to provide advice to the Faculty and to the Director of Libraries concerning promotion, tenure and contract renewal. The Committee normally meets with untenured Faculty to outline the promotion and tenure process. It also reviews the files of candidates and makes its recommendations to the tenured Faculty prior to conducting a secret ballot on the candidates. The Committee's written recommendations and the Faculty ballot results are forwarded to the Director as an advisory gesture toward making contract renewal decisions or in making recommendations to the Promotion/Tenure Area Committee.

SALARY REVIEW COMMITTEE. The Salary Review Committee meets annually to act as an advisory body to the Director in matters dealing with salaries of the University of Kentucky Libraries faculty. More specifically, the Committee makes recommendations based on guidelines provided to the Director by the University Administration.

STAFF DEVELOPMENT. The Staff Development Committee focuses on continuing education and activity updates within the library system. There are no formal guidelines for the Committee but programs have included new projects in the library, updates of on-going programs and a discussion of technological innovations in library science.

SYSTEMS ADMINISTRATORS. The Systems Committee's charge is to review and evaluate systems issues relating to the entire library. The Committee will work with the systems Librarian in the application of systems analysis and computer technology to the development, implementation and maintenance of library systems.

BINDING COMMITTEE. Chaired by the Preservation Librarian, the B.C. is made up of the library staff members responsible for commercial binding, as well as a representative from Collection Development. The comm. serves as a forum to discuss, educate, and consult on binding issues.

## APPENDIX B
## PROMOTION, TENURE AND CONTRACT RENEWALS

For University regulations relating to appointment, promotion and tenure in the Librarian series see UK Administrative Regulations ARII-1.0-1 and following: Copies of the Regulations are circulative in M.I. King Reference, the branch libraries, and the Director's Office.

The contract of each untenured faculty member in the Margaret I. King Library System is reviewed annually by the Promotion/Tenure Committee and discussed in an open forum by the tenured faculty. A vote on each contract is taken by secret ballot and the recommendation is forwarded to the Director of Libraries. Each faculty member is required to prepare a dossier which includes a current vita, a letter of recommendation from the supervisor, the PERs from the last three years and any relevant supporting data.

Contract renewals for untenured faculty in the Medical Center Library are done in the Medical Library and do not come before the full faculty for a vote. A vote on each contract is taken by secret ballot of the Medical Center Library faculty, and the results are forwarded to the Director of the Medical Center Library.

# APPENDIX C
# FACULTY RIGHTS, PRIVILEGES AND RESPONSIBILITIES

Release/unassigned time is available to any faculty member after review of a project proposal by the Department Head, Associate or Assistant Director and The Director.

Sabbatical Guidelines. Purpose: The library guidelines for sabbatical leave are to conform with the University guidelines for sabbatical leave. They are specifically addressed to librarians who are interested in applying for a sabbatical. Librarians who are eligible are encouraged to seek sabbatical leave for the purpose of scholarly enrichment: study, research, creative effort, and related travel to promote professional growth and development which would benefit the library system and the university.

Requirements:

1. Librarians (full-time Librarians with regular appointments) with six years of continuous service at the University are eligible for sabbatical leave.
2. Tenure is not a requirement for sabbatical leave.

Length of time:

1. An individual may apply for one year's leave (12 months) at one-half salary.
2. One may apply for six months leave at full salary.
3. After 3 years of continuous service, an individual may apply for six months leave at one-half salary.

Initial Planning: Planning for a sabbatical is very important, both from the viewpoint of the individual and the library. The library needs adequate time to make arrangements for coverage in the librarian's absence. Six months to a year ahead is considered an adequate time period for applying for a sabbatical. If grant money is necessary to the sabbatical, it should also be applied for as far in advance as possible. Efforts to obtain grant money should be coordinated through the Assistant Director for Development.

Procedure:

1. The person applying for a sabbatical should first discuss the matter with their department head. The request for the sabbatical must have the written response of the department head and appropriate Assistant/Associate Director.
2. This response should be sent to the Director's Office.
3. At that time, the librarian applying for the sabbatical may exercise one of two options:
   (a) the individual may first discuss the sabbatical proposal with the Director and then submit a formal proposal, or
   (b) submit a formal proposal to the Director without prior discussion.
4. The Director may suggest revisions to the proposal if necessary and may participate with the department head and the librarian in re-thinking the proposal.
5. After the formal request is approved by the Director, a letter is written by the Director in support of the sabbatical leave and sent to the appropriate people in the administration for approval.

6. The Board of Trustees acts on the proposal and their action appears in the Board of Trustees' Minutes. After the Director has originally approved the proposal, it should go through the administration in a month to six weeks.

7. The Director will send a formal letter of notification to the librarian.

Proposal: The librarian should state very specifically what is to be accomplished during the sabbatical and what the intended result is to be. The proposal should include any stipulations that the individual wishes to specify, such as making the sabbatical contingent up upon the receipt of a grant from another source, or retention of the individual's current position in the library system. If a librarian requires office space during the sabbatical, this may also be in the formal agreement.

The librarian has a duty to complete the project as outlined in the sabbatical proposal, whether it be publication, creative effort, study, or course work. Upon return from the sabbatical, the librarian should submit a report giving the result of the project. If the intended result of the sabbatical has not been achieved, the librarian should make arrangements with the Director and the department head for leave from work responsibility to complete the project.

It is the responsibility of the department head to maintain contact with the librarian and to keep the individual informed of library news and developments.

## APPENDIX D
## THE ASSEMBLY OF CLERICAL AND TECHNICAL STAFF (ACTS)

ACTS is a body to serve the support staff as a means to communicate their needs, problems, and desires. This group provides a formalized means through which support staff may participate in the decision making process of the library and may take part in programs and committees of interest to support personnel.

Membership is open to all library support staff. A five-person Executive Committee is elected each fall. The Chair and two other members of this committee represent the Assembly at the Library Faculty meetings. The Chair also represents the Assembly on the Administrative Committee and functions as ombudsman for the support staff. The organizational procedures of ACTS are specified in the ACTS Constitution.

# UNIVERSITY OF NEW MEXICO GENERAL LIBRARY

## FACULTY ORGANIZATION DOCUMENT

Revised January 11, 1993

PREAMBLE: The Library Faculty Organization Document represents an understanding between the Dean of Library Services and the Library Faculty that they have formed a partnership for the purpose of both sharing and discharging the responsibilities of the General Library to its various constituencies. The Document describes the way in which business will be conducted and reinforces the desire of the Dean and the Faculty to work together to accomplish the goals and to support the mission of the General Library.

The mission of the University of New Mexico General Library is to provide library services which support the programs of the University for the benefit of the University community and the residents of New Mexico.

FACULTY ORGANIZATION: The faculty of the General Library have the powers assigned to it by the following document, and will have the right of review and action in regard to the following: (1) formulation of goals and objectives; (2) creation of new departments and divisions; (3) major administrative changes and other matters which in the opinion of the Dean of the Library or his/her delegate affect the Library as a whole; (4) policies of appointment, retention, tenure, dismissal, and promotion in academic rank that coincide with the policies outlined in the Faculty Handbook of the University of New Mexico and in Section II of the "ACRL Model Statement of Criteria and Procedures for Appointment, Promotion in Academic Rank, and Tenure for College and University Librarians"; (5) research policies; (6) general faculty welfare; and (7) the selection and appointment of all library faculty. However, actions taken by the Library Faculty will be subject to the authority of the Regents in matters involving finance, personnel, and general University policy.

### Section 1. Membership

(a) The General Library Faculty will consist of Librarians with the rank of Professor, Associate Professor, Assistant Professor, Lecturer and Instructor including part-time and temporary appointees, with a Master's degree or higher in a library science program accredited by the American Library Association. Any exception to this provision must be brought to the Library Faculty and approved by a two-thirds (2/3) majority of the voting faculty.

(b) No person holding an interim or temporary appointment will be a member of the voting faculty. Any exception to this provision must be brought to the Library Faculty and approved by a two-thirds (2/3) majority of the voting faculty.

(c) The official list of the Library Faculty members, as defined above, designating both tenured and voting members, will be prepared by the Library Personnel Specialist at the request of the Secretary of the Library Faculty at the beginning of each academic year and will be updated when new faculty are appointed and when terminations take effect.

### Section 2. Officers

(a) The presiding officer of the Library Faculty will be elected at the last faculty meeting of the academic year by a majority of the voting faculty and will serve for one year. The presiding officer should be a tenured faculty member. The presiding officer will vote only to break a tie.

(b) In the absence of the presiding officer, the Library Faculty will elect an interim chair.

(c) The Secretary of the Library Faculty will be elected by a majority of the voting members present at the March faculty meeting and will serve for one year beginning in July. The Secretary will be responsible for requesting the official list of faculty members, keeping and distributing copies of the minutes of each meeting, and distributing agenda for meetings to the Library Faculty at least two (2) working days before each meeting. The Faculty Secretary will submit an annual report to the faculty and will submit for inclusion in the General Library Official Bulletin all standing committee annual reports, the Secretary's annual report, and standing committee assignments.

### Section 3. Meetings

(a) The Library Faculty will meet on a regular basis, as needed, but not less than once per quarter. A majority of the voting membership will constitute a quorum.

(b) Announcements of library faculty meetings will be made at least ten (10) working days in advance. Agenda items should be submitted to the Secretary at least five (5) working days before the meeting.

(c) An emergency meeting may be called by a written request of five (5) of the voting faculty and will be scheduled within five (5) working days.

(d) Special meetings may be called by the Dean at any time.

### Section 4. Committees

(a) A list of Standing Committees, and their charges are appended to this document.

(b) Committee on Committees: The Committee on Committees will consist of three (3) faculty members plus as ex-officio members the Secretary of the Library Faculty, the Presiding Officer, and the Dean or designate. The faculty members will be elected for staggered terms of two (2) years each at the last faculty meeting of the academic year. The Committee on Committees is responsible for making appointments to Standing Committees, for recommending appointments to Search Committees, and for presenting faculty issues to the Library faculty.

(c) Search Committees: In consultation with the Library Management Team and the Committee on Committees, the Dean will be responsible for appointing the chair and membership of search committees. Formation and composition of all search committees will be announced in the General Library Official Bulletin by the Faculty Secretary.

(d) All other committees will be chaired and members appointed by the appropriate individual(s) and announced in the General Library Official Bulletin by the committee chair.

Section 5. General

This document may be amended by a two-thirds (2/3) vote of the voting faculty. Proposals for amendments will be announced in advance of the meeting at which they will be discussed and tabled for thirty (30) days before final action.

The Presiding Officer shall be responsible for the Library faculty's adherence to this document.

## CURRICULUM COMMITTEE

CHARGE: The General Library Curriculum Committee will review all new course proposals for the purposes of (1) ensuring that all courses fit within the instructional goals of the General Library and (2) assisting course developers with adherence to Faculty Senate Curricula Committee requirements.

COMPOSITION: The Committee will be composed of five faculty members of which at least three will be tenured. Members will serve staggered two-year terms and will be appointed by the Committee on Committees.

## LIBRARY INSTRUCTION COMMITTEE

CHARGE: The Library Instruction Committee supports the General Library's role of facilitating the management of information by promoting independent, self-motivated, lifelong learning. Among the activities of the committee are sharing resources, providing training for library instructors, working together to improve instructional services, collecting instruction-related, library-wide statistics, producing instructional materials, and coordinating library requests for new credit courses.

COMPOSITION: The Committee shall be organized with a core committee composed of a representative from each of the following areas:

- Centennial Science and Engineering Library, Reference
- Center for Academic Program Support (CAPS)
- Center for Southwest Research
- Fine Arts Library
- Government Information
- Ibero Group
- Online Search Service
- Parish Library
- Zimmerman Library, Reference

The representative shall be appointed by the Coordinator, Department Head, or Director of the respective unit. The appointment may be reviewed annually. The core committee will elect a chair, a vice chair, and a secretary. The chair will serve for one year; the vice chair will become chair the second year, and a new vice chair will be elected. The secretary will serve a one-year term.

## PROFESSIONAL ENRICHMENT COMMITTEE

CHARGE: The Professional Enrichment Committee shall:

- Publicize the availability of Professional enrichment funds,
- Notify all library faculty of criteria and application procedures,
- Solicit applications,
- Develop procedures for distribution of funds,
- Recommend to the Dean an appropriate distribution of these funds based on the criteria approved by the Library Faculty,
- Notify recipients of awards, and
- Distribute a list of recipients to all faculty after notification of recipients.

COMPOSITION: The Professional Enrichment Committee membership should include two carry-over members from the preceding year, including the chairperson. To facilitate coordination between the Library Management Team and the Committee, one member should be a department head.

## PROMOTION AND TENURE COMMITTEE

CHARGE: The Promotion and Tenure committee is responsible for conducting promotion, code three, tenure, and post-tenure reviews. The Committee is responsible for coordination of the Faculty Sponsor Program.

COMPOSITION: The Committee will consist of seven tenured faculty members. The chair of the committee must be a member of the previous year's committee, and will be chosen by the committee.

The General Library's Committee on Committees will present a slate of nominations to the library faculty at the June meeting of the faculty. All elections for committee members will be for two year terms.

The Committee will appoint a tenured faculty member as coordinator of the Faculty Sponsor Program.

## RESEARCH AND PUBLICATIONS COMMITTEE

CHARGE: The Research and Publications Committee of the General Library faculty strives to encourage and facilitate research and publications among all library faculty, especially new faculty and those approaching tenure review. The Committee will serve as a clearinghouse for information and ideas for possible research, seek and provide information on grants and publishers, provide advice and editorial assistance when requested, sponsor workshops and seminars on research methodology and related topics, disseminate information and submit announcements of faculty publications to the General Library Official Bulletin.

COMPOSITION: The Research and Publications Committee should have a minimum of four members, at least one of whom is a staff member. There should be at least two carry over members each year.

(revised 9-9-93 cct)

## SABBATICAL REVIEW COMMITTEE

CHARGE: The charge of the Sabbatical Review Committee is as follows:

1. To advise on the format and wording of the application in its final draft stage, and
2. To evaluate the finished application in light of the proposal's success in meeting goals for sabbatical leave as expressed in the University's Faculty Handbook.

COMPOSITION: The Sabbatical Review Committee membership should include at least two carry-over members from the preceding year. Members should be appointed for two-year terms on a staggered basis to assure this carry-over.

The number of tenured faculty should be greater than the number of non-tenured faculty on the Committee. The chair should be a tenured faculty member.

# I. LIBRARY GOVERNANCE

## 1) Responsibilities of the Faculty

It is the duty of the faculty of the Division of Libraries to develop and implement the acquisitions policies of its various libraries in accordance with the instructional and research needs of the University and in collaboration with the academic units which the libraries serve and support; to provide access to the contents of the collections by organizing them, by developing bibliographic guides, and by providing bibliographic assistance and instruction; to promote and develop the use of the libraries and their resources through interaction with the University community and through research and publication; and to make and enforce rules concerning the use of the libraries' collections.

## 2) Faculty Meetings

In accordance with the Bylaws of the University, the faculty of the Division of Libraries must meet at least four times each year. The presiding officer shall be the Dean of Libraries. One third of the full-time faculty shall constitute a quorum. The last meeting of the academic year shall also serve as the annual election meeting. All meetings must be held during the fall and spring semesters. Additional meetings may be called by the Dean of Libraries, by the Library Council by a majority vote of its members, or at the request of 25% of the library faculty. Copies of the minutes of all meetings shall be sent to the President, the Chancellor, and the library faculty.

## 3) Voting Membership

Only full-time faculty above the rank of Library Associate are eligible to vote. However, at the first meeting of the academic year, faculty members of voting rank may vote to allow Library Associates to vote on all issues except the election of the Senator.

## 4) Secretary

A Secretary to the Faculty shall be elected to serve a term of one year beginning the academic year following the annual election meeting. The Secretary distributes an agenda prior to each meeting after consultation with the Dean. The Secretary also records and distributes the minutes of the meetings. In addition, the Secretary shall send a list of Faculty Committees and Representatives to each librarian in September.

5) Parliamentarian

A Parliamentarian, elected to serve a term of one year beginning the academic year following the annual election meeting, shall interpret procedure from the latest edition of Robert's Rules of Order.

6) Elections

Elections to the Library Council, Faculty Committees, and the office of Secretary and Parliamentarian shall be governed by the following procedures:

(a) No proxy votes are permitted. Absentee Ballots will be given out by the Nominating Committee after a meeting at which an election has taken place providing the committee has been given advance notice of absence.

(b) In the event of a tie for any membership or office, a second vote shall be taken. Should a second tie result from this vote, the candidates should determine the winner by drawing straws or flipping a coin.

(c) The Nominating Committee shall maintain a certified tabulation of the vote for memberships and offices. A copy of this tabulation shall be on file in the Dean's office.

7) Filling Vacancies

Vacancies to memberships on the Library Council and Faculty Committees, and to the office of Secretary and Parliamentarian, which occur between annual election meetings, shall be filled in the following order: (1) by the faculty members receiving the next highest vote at the most recent election, or (2) by straw pick or coin flip in the event of a tie in the vote tabulation under (1). Should there be no additional candidates available from the most recent election, the Nominating Committee will provide a new slate for that office and hold an election.

## II. THE LIBRARY COUNCIL

1) Composition

The Library Council shall consist of six elected members of the faculty of the Division of Libraries, three of whom shall be elected annually for a two year term beginning with the following academic year. Membership shall be as representative as possible to rank and departments. The Council shall elect its own chairman. The Senator of the Division of Libraries shall serve as a non-voting member of the Council. The Dean of Libraries shall serve as an ex-officio member of the Council.

2) Function

The Library Council shall be concerned with all matters relating to the welfare, perquisites, and responsibilities of the faculty of the Division of Libraries. It shall prepare studies and reports and monitor all aspects concerning the rights and responsibilities of the library faculty. The Chairman shall prepare an annual report on the state of the faculty of the Division of Libraries for distribution to all members.

3) Meetings

The Library Council shall schedule four meetings during the academic year. Meetings may not be scheduled in January. Additional meetings may be called by the Dean of Libraries, by the Council Chairman at the request of three of more members of the Council, or by petition of at least 25% of the faculty of the Division of Libraries. The Council may, by a majority vote of its members, place an item for discussion on the agenda of a faculty meeting of the Division of Libraries. Minutes of Council meetings shall be distributed to all members of the faculty of the Division of Libraries.

## III. COMMITTEES ELECTED BY THE FACULTY

Official records of all faculty Committees shall be maintained by the Committee A second copy shall be kept on file in the Dean's office. Access to the official record shall be by permission of the Committee concerned.

1) Nominating Committee

The Committee shall consist of three elected members, one of whom shall be elected annually for a three year term beginning with the following academic year.

The Committee shall select candidates for all elected positions set forth in these Bylaws. It shall mail the slate to each librarian prior to the annual or special election meeting, and shall be responsible for the voting, the counting of the ballots, and the notification of all librarians of the election results. A tabulation of the vote, certified by the full membership of the Committee, shall be on file with the Committee and in the Dean's office.

2) Grievance Committee

The Committee shall consist of five elected members, three tenured and two non-tenured. The two tenured members and the non-tenured member receiving the greatest number of votes shall constitute the regular Committee, with the other two electees serving as alternates. Each shall serve a three year term.

# OKLAHOMA STATE UNIVERSITY LIBRARY FACULTY BYLAWS

May, 1991 revision

The goals of this Organization are to foster communication among its members and also between its members and the greater University community, to promote more effective participation by its members in the affairs of the Library and the University, and to provide a means by which its members may voice their concerns and involve themselves in the formulation and review of policies and practices which affect them. The Library Faculty Organization, which does not make Library policy, shall operate within the guidelines provided by the University Policy and Procedures Letters and the Library Policy Manual. The actions of this Organization or the Executive Board are representative only of the Organization and are not necessarily representative of the Library Administration.

## ARTICLE I Name

The name of this Organization shall be the OSU Library Faculty.

## ARTICLE II Purpose

The purpose of this Organization shall be to communicate to the Library Administration Council (LAC), Library Administration, and, when appropriate, the University community, the members' ideas and concerns regarding the Library's academic programs, service endeavors, staff, and other matters.

## ARTICLE III Membership

All librarians in the OSU Library holding faculty rank shall be members of this Organization.

## ARTICLE IV Officers

Section 1. The officers of this Organization shall be a Chairperson, a Vice-Chairperson/Chairperson Elect, and a Secretary/Treasurer.

Section 2. The Chairperson and Vice-Chairperson/Chairperson Elect shall represent the Organization on LAC in an ex-officio capacity.

Section 3. A Nominating Committee of three members shall be appointed by the Chairperson in March of each year. It shall be the duty of this committee to nominate candidates for the offices to be filled at the May general meeting. One week prior to the May general meeting, the slate of candidates shall be distributed by the committee to the members. Before the election at the May general meeting, additional nominations from the floor shall be permitted. The Chairperson shall accept absentee ballots from members unable to attend the May general meeting; these ballots shall be placed with those cast at the meeting for counting.

Section 4. The officers shall be elected by ballot to serve for one year or until their successors are elected, with the exception of the Vice-Chairperson/Chairperson Elect, who shall serve a second year as Chairperson. Terms of office shall begin at the close of the May general meeting.

Section 5. No member shall hold more than one office at a time, and no member shall serve more than two consecutive terms in the same office.

Section 6. Should a vacancy occur, the Chairperson shall appoint a nominating committee of three members. It shall be the duty of this committee to nominate candidates for the vacated office to be filled at the next general meeting. Nominees may be suggested to the nominating committee by faculty members. If deemed appropriate by the Chairperson, a special election may be held prior to the next general meeting.

## ARTICLE V Dues

Section 1. The amount of annual dues for members of Library Faculty shall be suggested by the Executive Board, and decided by vote of the membership at the general meeting held in May of each year.

Section 2. Dues shall be collected from the membership in September each year by the Secretary/Treasurer. Payment of dues is voluntary.

Section 3. Dues and other funds of the Library Faculty organization shall be used to support committee activities and other needs as considered appropriate by the Executive Board or by vote of the membership.

## ARTICLE VI Meetings.

Section 1. General meetings of the Organization shall be held six times a year during the odd numbered months -- January, March, May, July, September, and November -- unless otherwise ordered by the Organization. Any member or committee of the Library Faculty may submit items of business to be included on the agenda.

Section 2. Following each LAC meeting the Vice-Chairperson/Chairperson Elect shall hold a meeting for interested faculty to discuss the deliberations of the Council, suggestions to take to LAC, and other matters of importance.

Section 3. Special meetings may be called by the Chairperson or by the Executive Board, and shall be called upon the written request of one-third of the Organization's members. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days notice shall be given.

## ARTICLE VII Executive Board

Section 1. The officers of the Organization shall constitute the Executive Board.

Section 2. The Executive Board shall have general supervision of the affairs of the Organization between its meetings, fix the hour and the place of the meetings of the Organization, plan programs and social activities, make recommendations to the Organization, and perform other duties as specified in the bylaws. The Board shall be subject to the orders of the Organization, and none of its acts shall conflict with the action taken by the Organization.

## ARTICLE VIII Committees

Section 1. A Bylaws Committee chaired by the Vice-Chairperson shall be appointed by the Chairperson promptly after the May general meeting. It shall be the duty of this committee to submit recommendations to the Library Faculty for amendment of bylaws as specified in Article X. A written report of this committee shall be submitted to the Library Faculty Chairperson before each regular general meeting to be distributed with the agenda.

Section 2. A Continuing Education and Development Committee shall be appointed by the Chairperson promptly after the May general meeting. It shall be the duty of this committee to inform the Library Faculty of activities and opportunities in continuing education and professional development.

The Committee shall also plan programs, and with the approval of the Dean of the Library, present or sponsor these programs. When appropriate, these activities will be organized in conjunction with the ELLSA Staff Development and Continuing Education Committee. A written report of this committee shall be submitted to the Library Faculty Chairperson before each regular general meeting to be distributed with the agenda.

Section 3. A Faculty Affairs Committee, composed of members of the Executive Board and the Faculty Council Representative, shall be constituted promptly after the May general meeting. Additional members may be appointed to this committee by the Chairperson as needed. It shall be the duty of this committee to maintain an awareness of issues and events of concern relevant to faculty affairs and librarianship. The committee shall plan and execute appropriate responses to such matters in order to fairly represent the position of the Library Faculty organization. A written report of this committee shall be submitted to the Library Faculty Chairperson before each regular general meeting to be distributed with the agenda.

Section 4. A Social Committee shall be appointed by the Chairperson promptly after the May general meeting. The Secretary/Treasurer shall be a member of this committee. It shall be the duty of this committee to oversee the use of, and purchase supplies for, the faculty lounge; to plan and manage Library Faculty social activities; and to provide for suitable acknowledgement of certain occurrences in the lives of Library Faculty members (such as resignations, serious illness, weddings, etc.). Guidelines for such acknowledgement will be maintained by the Social Committee with the approval of the Executive Board. Suggestions for acknowledgement may be made to the Social Committee by the faculty. A written report of this committee shall be submitted to the Library Faculty Chairperson before each regular general meeting to be distributed with the agenda.

Other such standing committees shall be created by amendment of the bylaws as specified in Article X.

Such special committees as the Library Faculty or the Executive Board shall from time to time deem necessary to carry on the work of the Library Faculty shall be appointed by, and report to, the Chairperson. The Chairperson shall be ex-officio, a member of all committees except the Nominating Committee.

## ARTICLE IX Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Organization may adopt.

## ARTICLE X Amendment of Bylaws

These bylaws may be amended at any regular general meeting or at a special meeting of the Organization by a two-thirds vote of the membership, provided that the amendment has been submitted in writing to the membership two weeks prior to the meeting. The Chairperson shall accept absentee ballots from members unable to attend the meeting. These ballots shall be placed with those cast at the meeting for counting.

## ARTICLE XI Ratification and Implementation

These bylaws shall become effective upon approval by two-thirds of the librarians in the OSU Library holding faculty rank, by the Library Administrative Council, and by the Library Administration. Initial officers shall be elected from nominations from the floor at a general meeting of the Organization called and conducted by the University Librarian as soon as possible after these bylaws have been approved.

## History of the Bylaws

Bylaws approved by Library Faculty, August 23, 1977; LAC and University Librarian, September 14, 1977.
Art. IV, Sec. 6 amended by Library Faculty, September 5, 1979; approved as amended by LAC, October 15, 1979; University Librarian, November 27, 1979.
Art. IV, Sec. 6 amended by Library Faculty, May 11, 1982; approved as amended by LAC and University Librarian, July 21, 1982.
Art. V, Sec. 1 amended by Library Faculty August 27, 1985 approved as amended by LAC and University Librarian, September 11, 1985.
Art. V, Sec. 2 amended by Library Faculty September 1, 1982; approved as amended by LAC and University Librarian, September 8, 1982.
Art. VII, amended by Library Faculty, January 16, 1979; approved as amended by LAC January 17, 1979; University Librarian, February 8, 1979.
Art. VII, Sec. 1 amended by Library Faculty, May 10, 1983; approved as amended by LAC and University Librarian, June 8, 1983.
Art. VII, Sec. 4 amended by Library Faculty, May 11, 1982; approved as amended by LAC and University Librarian, July 21, 1982.
Art. VII, Sec. 4 amended by Library Faculty, May 10, 1983; approved as amended by LAC and University Librarian, June 8, 1983.
Art.VII, Sec.4 amended by Library Faculty, September 5, 1986; approved as amended by LAC and University Librarian, July 22, 1987.
Art. VII, Sec. 2 amended by Library Faculty, August 16, 1988.
Art. IX amended by Library Faculty, April 28, 1989.
Appendixes A-D, deleted by Library Faculty, April 28, 1989.
New Art. V, amended by Library Faculty, April 26, 1990.
[This amendment resulted in a renumbering of former Articles V through X, inclusive. References within the bylaws to those articles were renumbered accordingly. The following references to amendments also reflect this renumbering.]
Art. VI, Sec. 1 amended by Library Faculty, April 26, 1990.
Art. VI, Sec. 2 amended by Library Faculty, April 26, 1990.
Art. VIII, Sec. 1 amended by Library Faculty, April 26, 1990.
Art. VIII, Sec. 2 amended by Library Faculty, April 26, 1990.
Art. VIII, Sec. 3 amended by Library Faculty, April 26, 1990.
Art. VIII, Sec. 4 amended by Library Faculty, April 26, 1990.

## Library Faculty Organization
## Constitution, Bylaws, and Standing Rules

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# Library Faculty Organization
# Constitution, Bylaws, and Standing Rules

May 1989
Revised June 1990
Revised January 1992

## CONSTITUTION

## Article I
## FUNCTIONS

### Section 1

The Purpose of the Library Faculty Organization is to promote the efforts of the Library Faculty toward the achievement of academic and scholarly excellence of The Pennsylvania State University Libraries.

### Section 2

The Library Faculty Organization shall serve as the academic and professional voice of the Libraries, representing the Library Faculty as a whole. It shall act by initiating legislation subject to the revision and orders of the Dean of University Libraries. It shall also act by advising and consulting with the Dean of University Libraries on any matters that affect the academic or professional interests of the Libraries and librarians, including, but not limited to:

(a) The instruction mission of the Libraries and specific courses of study taught by librarians.

(b) The Libraries' ability to respond to University-wide academic, research and educational matters; also the Libraries' effectiveness in meeting University needs.

(c) Professional concerns within the Libraries that affect the development and provision of collections, services, bibliographic access, and collection control.

(d) Conditions within the Libraries that support the Library Faculty in its efforts to meet the University's standards for quality professional and academic performance.

### Section 3

The Library Faculty Organization shall have a forensic function -- to serve as a forum for the exchange of ideas among the members of the Library Faculty.

Section 4

The Library Faculty Council shall have the authority to delegate or redelegate responsibility in the areas listed in Section 2, according to such procedures as the Library Faculty Organization may establish.

Section 5

The authority vested in this constitution has been delegated by the University Faculty Senate.

## Article II
## MEMBERSHIP

Section 1

For the purposes of defining the membership of the Library Faculty Organization, the term Library Faculty shall mean all persons holding academic appointment (i.e., with librarian titles) under the administration and/or academic authority of the Dean of University Libraries.

Section 2

Associate membership may be offered, on an annual basis and at the invitation of the Library Faculty Council, to librarians associated with The Pennsylvania State University but not under the administration and/or academic authority of the Dean of University Libraries. Associate membership shall convey all the rights of regular membership, including attendance at meetings and full participation in debate, but shall exclude voting privileges and election to Library Faculty Council or Standing Committees.

Section 3

The Library Faculty Council may, on an annual basis, invite to attend Library Faculty Organization meetings, non-voting members from among the staff exempt personnel by virtue of their involvement in library-wide policy and planning.

Section 4

Colleges may be invited to appoint an official delegate who may attend Library Faculty Organization meetings.

## Article III
## AMENDMENTS

Section 1

Amendments to the Constitution may be adopted at any meeting of the Library Faculty Organization by a two-thirds (2/3) vote, provided that the amendments shall have been presented in writing at a preceding regular meeting.

## BYLAWS

### Article I
### OFFICERS

### Section 1

The Library Faculty Organization shall elect five members to the Library Faculty Council; they shall include a Chairperson, a Vice-Chairperson/Chairperson-Elect, and three standing members. The Vice-Chairperson/Chairperson-Elect shall succeed the Chairperson at the end of a one year term and shall thus serve a two year term on the Library Faculty Council; the remaining Library Faculty Council members shall serve one year terms. There shall be no restriction on re-election. The Library Faculty Council shall also include the Chairpersons of the Standing Committees, who shall serve as ex-officio members.

### Section 2

(a) The Chairperson shall be the presiding officer of the Library Faculty Organization and shall appoint a Parliamentarian from the Library Faculty to serve during the Chairperson's term of office.

(b) The Chairperson shall have the authority upon consultation with the other members of the Library Faculty Council and the Dean of University Libraries to declare the existence of a situation of special concern and convene the Library Faculty Council. At either a special or a regular meeting of the Library Faculty Organization, the Council shall report the actions taken under the authority of Article II, Section 1 below, and the Library Faculty Organization shall then take appropriate action.

### Section 3

The Vice-Chairperson shall assume the duties of the Chairperson when the Chairperson is absent and shall perform the other duties appropriate to that office. The duties of that office shall include publication of notices, the agenda, and minutes of the Library Faculty Organization meetings. The Vice-Chairperson shall ensure that documents and records of the Library Faculty Organization shall be housed and made accessible according to the Policy on Publication and Research Research Based on LFO Council and LFO Committee-Produced Materials.

### Section 4

The three remaining elected members of Council shall rotate the duties of Secretary and shall prepare minutes, give reports of Council, and perform other duties appropriate to that office.

## Article II
## LIBRARY FACULTY COUNCIL

Section 1

(a) Except as provided for in Subsection (b) below, the Library Faculty Council will be an instrumentality of the Library Faculty Organization without legislative authority. It shall coordinate the activities of the Committees and other instrumentalities of the Library Faculty Organization. It shall serve as an advisory body to the Dean of University Libraries. It shall review, coordinate, and discuss means for implementing legislation, and may initiate legislation in the same manner as a Standing Committee.

(b) In the event that the Chairperson of the Library Faculty Council declares existence of a situation of special concern, the Library Faculty shall be empowered to act for the Library Faculty Organization in all matters until this authority is terminated by action of the Library Faculty Organization.

Section 2

The Library Faculty Council shall include:

(a) Chairperson of the Library Faculty Organization, presiding

(b) Vice-Chairperson/Chairperson-Elect of the Library Faculty Organization

(c) Three (3) elected standing members

(d) Chairpersons of the Library Faculty Standing Committees, ex-officio

(e) Parliamentarian, ex-officio

(f) Chairperson of the Elections Committee, ex-officio

(g) In the event of a vacancy among the elected members of the Council the electing body's fifth choice from the preceding Library Faculty Organization election shall be designated the replacement. If the person unable to complete a term is the Chairperson, the Vice-Chairperson/Chairperson-Elect will assume office and the member receiving the next highest number of votes will become Vice-Chairperson/Chairperson-Elect; if the person unable to complete a term is the Vice-Chairperson/Chairperson-Elect, the electing body's second choice from the preceding election shall be designated the replacement, and the vacant Council, will reorganize itself as it deems appropriate.

Section 3

The Library Faculty Council shall be convened by the Chairperson of the Library Faculty Council at least as often per annum as the Library Faculty Organization.

## Article III
## ELECTION TO THE LIBRARY FACULTY COUNCIL

### Section 1

Election to the Library Faculty Council by members of the Library Faculty Organization shall be as follows:

(a) Nominations and self-nominations shall be made by members of the Library Faculty Organization. The procedure shall provide that every member of the electorate shall have the opportunity to place his or her own name or the name of another Library Faculty Organization member in nomination. All those whose names appear on the ballot should have agreed in advance to accept the nomination.

(b) Election shall be by secret ballot, with each member of the electorate voting for four (4) candidates in ranked order.

(c) The four (4) candidates winning the election, plus the Chairperson-Elect, shall constitute the elected members to the Library Faculty Council. In addition, the Library Faculty Council shall include the Chairpersons of the Standing Committees as ex-officio members.

### Section 2

The names of newly elected members of the Library Faculty Council to serve during the following elective term shall be reported to the Library Faculty Organization at the May meeting.

### Section 3

No elected member of LFO Council may serve simultaneously as a member of a Standing Committee.

### Section 4

Any elected Library Faculty Council member who expects to be out of residence for more than four (4) consecutive months must resign Library Faculty Council membership. Library Faculty Council members will be regarded as being out of residence when they are on sabbatical leave or engaged in any other type of activity which ordinarily implies absence from the University.

### Section 5

All elections of the Library Faculty Council shall be supervised by the Elections Committee.

## Article IV
## COMMITTEES

Section 1

The Library Faculty Organization shall determine its committee structure and composition with the following stipulations:

(a) University personnel or students of the University may be appointed to any committee.

(b) Chairpersons of Standing Committees must be Library Faculty Organization members.

(c) At least two-thirds (2/3) of the membership of a Standing Committee must be Library Faculty Organization members.

(d) No one may serve simultaneously on more than one Standing Committee.

Section 2

The Standing Committees of the Library Faculty Organization are:

(a) Committee on Curricular and Instructional Affairs

(b) Committee on Faculty Affairs

(c) Committee on Research

Section 3

All members of Standing Committees who are not members of the Library Faculty Organization may attend meetings when the subject of discussion pertains specifically to the work of their respective committees, but they shall have no voting privileges.

## Article V
## MEETINGS

Section 1

Regular meetings of the Library Faculty Organization shall be held each month either on the Wednesday following the University Senate meeting, or on another date announced by the Library Faculty Council at least two weeks in advance of the meeting.

Section 2

Upon request of the Dean of University Libraries, the Chairperson shall convene the Library Faculty Organization to receive information about the status of any future plans for the Libraries, requests for advice, and recommendations for Library Faculty action.

Section 3

The Chairperson shall convene the Library Faculty Organization in response to a written petition of at least one-third (1/3) of the members of the Library Faculty Organization to consider proposals of the petitioners stated in writing, providing the petition contains:

(a) statement of purpose of petition and

(b) names of five (5) Library Faculty members designated to meet with Library Faculty Council. The five designated Library Faculty members must be authorized by the signatories of the petition to discuss, confirm, modify, or withdraw their request for a special meeting of the Library Faculty Organization.

Section 4

Any regular meeting of the Library Faculty Organization may be cancelled or scheduled for a new date in either of the following ways:

(a) by a majority vote of the Library Faculty Organization, or

(b) by a two-thirds (2/3) vote of the Library Faculty Council.

## Article VI
## QUORUM

Section 1

A quorum for the transaction of business shall exist when one third (1/3) of the Library Faculty Organization members are present.

## Article VII
## RULES OF PROCEDURE

Section 1

The Library Faculty Organization shall establish its rules of procedure.

## Article VIII
## AMENDMENTS

Section 1

Amendments to the Bylaws may be adopted at any meeting of the Library Faculty Organization by a two-thirds (2/3) vote provided that the amendments shall have been presented in writing at a preceding regular meeting.

## STANDING RULES

### Article I
### RULES OF PROCEDURE

#### Section 1

(a) The rules of procedure in the meetings of the Library Faculty Organization, except as may be otherwise specified in the Library Faculty Organization Constitution, Bylaws, and Standing Rules shall be those of Roberts Rules of Order, most recent edition. Documents interpreting the Constitution, Bylaws, and Standing Rules shall be attached to the Standing Rules as appendices and may be changed by a motion and majority vote. All motions, except as may be otherwise specified in these documents, shall be determined by a majority vote. Librarians may vote by proxy according to Proxy Voting Procedure. Roll-Call votes may be initiated only by the decision of the Chairperson or by a two-thirds (2/3) majority. The decisions of the Parliamentarian regarding rules of procedure are binding.

(b) Election of members to the Library Faculty Council shall be by secret preferential ballot, the preferred candidate being designated by "4" and so on down to "1"; any ballot on which four (4) such selections are not made will be invalid. The points for each candidate will be totalled. The four candidates with the highest number of total points will be elected. In cases of ties, the candidate with the greatest number of highest designations shall be elected. The person receiving the highest number of points will be the Vice-Chairperson/Chairperson-Elect of the Library Faculty Organization and its Council. In the event a Library Faculty Council member is unable to complete the term of office, the candidate with the fifth highest number of total points will join the Council.

#### Section 2

The order of business at each regular meeting of the Library Faculty Organization shall be as follows:

(a) approval of minutes of the preceding meeting

(b) communications to the Library Faculty Organization

(c) report of the Library Faculty Council

(d) announcements

(e) comments by the Dean of University Libraries

(f) reports of Standing Committees

(g) reports of Special Committees

(h) unfinished legislative business

(i) new legislative business

(j) forensic business

(k) comments and recommendations for the good of the Libraries and the University

The order of business may be changed by the Library Faculty Council prior to any meeting. Any or all items in this Section may be suspended at any regular meeting of the Library Faculty Organization by a two-thirds (2/3) vote, and at any special meeting by decision of the Chairperson.

## Section 3

The Chairperson of the Library Faculty Organization may convene special meetings of the Library Faculty Organization, in addition to those specified in Article V of the Bylaws, at such times and for such purposes as deemed necessary for the effective discharge of the business of the Library Faculty Organization.

## Section 4

The order of business for any special meeting of the Library Faculty Organization shall be determined by the Chairperson of the Library Faculty Organization.

## Section 5

An agenda and appendices shall be distributed seven (7) days before the meeting to which they pertain, to all members of the Library Faculty Organization. The agenda may be posted seven (7) days before the meeting.

## Section 6

The Library Faculty Council shall appoint such special committees as it deems necessary to consider subjects not already assigned to Standing Committees of the Library Faculty Organization.

Section 7

(a) To introduce new legislative business a Library Faculty Organization member may address a communication to any Council member or Standing Committee member indicating the item of business to be considered. A member may also request, at a Library Faculty Organization meeting, the Chairperson to refer an item of business to committee. The above procedures represent the normal means for introducing new legislation in that they provide for detailed study by the appropriate Standing Committee or Committees, but a Faculty member may introduce, by a direct motion from the floor, new legislation which he considers to be of exceptional urgency. When such a motion has been made and seconded, it shall be laid on the table until the next regular meeting of the Library Faculty Organization unless the Chairperson calls a special meeting to consider this item before the next regular meeting.

(b) Forensic business provides an opportunity for any Library Faculty member to discuss any matter of concern to the Libraries. Whenever possible, a matter for forensic business should be presented in writing, signed, including title and summary, eight (8) days before the meeting at which the matter is to be considered. Forensic business matter(s) may be presented to any Library Faculty Council member. The title and summary will be placed on the agenda.

(c) Any member of the Library Staff not a member of the Library Faculty Organization may request the privileges of attending a meeting or speaking on any item of legislative or forensic business already before the Library Faculty Organization. Such a request must be made to the Chairperson at least four (4) calendar days before the meeting for which the request has been made.

(d) Any matter of forensic business under debate as specified in Section 2 (j) shall become legislative business when it is made the subject of a motion on which a vote of the Library Faculty Organization is required. When such a motion has been made and seconded, the matter in question shall be laid on the table until the next regular meeting of the Library Faculty Organization unless the Chairperson calls a special meeting of the Library Faculty Organization to consider this item before the next regular meeting.

(e) Matters of forensic business shall not be the subject of any motion until the Chairperson declares the forensic discussion period to be at an end. Any Library Faculty member wishing to make any matter of forensic business a matter of legislative business may do so under the provision of Section 7(a).

(f) Only members of the Library Faculty Organization may introduce new legislative or forensic business.

(g) At the discretion of the Chairperson of the Library Faculty Organization, any member of the Board of Trustees, University Faculty, Administration, student body, or Staff not a member of the Library Faculty Organization may be granted the privilege of the floor to make comments and recommendations for the good of the Libraries and the University. Requests shall be made to the Chairperson, in writing, at least four (4) calendar days prior to the meeting.

(h) The Chairperson shall have the authority to place a time limit on the remarks of any participant in a Library Faculty Organization meeting.

(i) The rules of this Section may be suspended only by a two-thirds (2/3) vote.

Section 8

The Library Faculty Organization shall distribute minutes of its proceedings with the agenda of the next regular meeting.

Section 9

(a) The elective term of the Library Faculty Organization shall begin with the May meeting before which meeting the Library Faculty Organization shall elect a new Library Faculty Council. The terms of the Library Faculty Council members shall be from the May meeting in one year until the May meeting of the next year.

(b) During April, the Elections Committee will be responsible for conducting the election of the incoming Library Faculty Council. The Elections Committee will solicit self-nominations and nominations of Library Faculty members who agree to appear on the ballot.

(c) Secret preferential ballots shall be mailed to all Library Faculty Organization members to be returned to the Elections Committee at a time specified by the Elections Committee. If all Elections Committee members are running for Council, the Elections Committee may appoint a member of the Library Faculty Organization who is not running for Council to receive the returned ballots.

(d) Votes shall be counted by two (2) tellers who shall be appointed by the Election Committee from among the members of the Library Faculty Organization who are not candidates for the Library Faculty Council. The tellers shall report the results of the Election to the Elections Committee at least five days before the May Library Faculty Organization meeting. Before that meeting, the Elections Committee will inform all candidates and the outgoing Library Faculty Council of the election results.

(e) The Chairperson of the Library Faculty Organization for the previous elective year shall preside at the May meeting until the successor assumes office.

(f) At the May meeting of the Library Faculty Organization the announcement of the results of elections of officers and Council members, and their assumption of responsibility shall be placed on the Agenda between Items "J" (forensic business) and "K" (comments and recommendations for the good of the Libraries and the University), see Section 2 above.

Section 10

The regular meetings of the Library Faculty Organization shall be called to order at 8:15 a.m. on the day of the meeting as provided for in Article V, Section 1 of the Bylaws, except that the Chairperson may select another time if this better serves the business of the Library Faculty Organization. Any change must be announced at least ten (10) days prior to the scheduled date of meeting.

## Article II
## COMMITTEE STRUCTURE

### Section 1

With the approval of the Library Faculty Council, all Standing Committees may add to their membership any library staff members, students or appropriate University personnel on the basis of their position, interest, expertise, or membership in a particular sector of the University community. All Standing Committees are encouraged to invite individuals to render testimony or advice on particular questions as circumstances might indicate. They are also encouraged to appoint ad hoc subcommittees as needed, with the approval of the Library Faculty Council.

### Section 2

All Standing Committees elect their own officers. All Chairpersons of Standing Committees must be Library Faculty Organization members, and will be ex-officio members of the Library Faculty Council.

### Section 3

All elected committee positions are tenable for two (2) calendar years from the July meeting of one year to the July meeting two years later. All appointed standing committee positions are tenable for one (1) calendar year from the July meeting of one year to the July meeting of the next year. In the event that an elected committee member is unable to complete the term of office, the vacancy shall be filled by a member of the Library Faculty Organization appointed by the committee with the approval of the Library Faculty Council.

### Section 4

To provide continuity in committee work, elections will be held each year. In June of each year three positions in the Committee on Faculty Affairs will be open for election, and in the Committee on Research two positions shall be elected. In the Committee on Curricular and Instructional Affairs there shall be a staggered election of two members in June, three members the next June, etc.

### Section 5

All Library Faculty Organization Standing Committees and subcommittees shall take written minutes of all meetings, one copy of which must be sent to the Vice-Chairperson of the Library Faculty Council.

Section 6

All Library Faculty Organization Committees will be available for consultation with the Dean of University Libraries.

Section 7

Library Faculty Organization Committees:

(a) Elections Committee

Membership: Three (3) Library Faculty Organization members

Selection: Appointed by the Library Faculty Council, one (1) member for a two-year term, two (2) members for a one-year term

Duties: Following the May appointment of the Elections Committee, it shall solicit nominations and self-nominations from all Library Faculty Organization members for membership on each Standing Committee. Should there be inadequate nomination for a double slate, the Elections Committee shall constitute itself as a nominating committee and seek candidates in an effort to form a double slate. All those whose names appear on the ballot should have agreed in advance to accept the nomination. The Elections Committee shall then conduct an election by secret preferential ballot, the preferred candidate being designated by the number of positions to be elected, and other candidates in the preferential selection down to one (i.e., for the Committee on Faculty Affairs, 3,2,1). Any ballot on which the required number of selections is not made shall be invalid. If all Elections Committee members are running for a Standing Committee, the Elections Committee shall appoint one member of the Library Faculty Council to receive the returned ballots and at least two members of the Library Faculty Council to act as tellers for that election. The points for each candidate will be totalled. For each committee, the candidates with the highest number of total points shall be elected. In case of ties, the candidate with the greatest number of highest designations shall be elected. Election results shall be announced at the July meeting of the Library Faculty Organization.

The Committee shall conduct the election for Library Ombudsperson and Alternate in accordance with procedures outlined in the Report of the Ad Hoc Committee on Election Procedures for Library Ombudsperson and Alternates. The Committee shall conduct the election of the Library Faculty Council for the next year in accordance with procedures outlined in Standing Rules, Article I, Section 1, (b), and Article I, Section 9, (b), (c), (d).

(b) Committee on Curricular and Instructional Affairs

Membership: Nine (9) Library Faculty Organization members

Selection: Five (5) members elected (see Standing Rules, Article II, Sections 4 and 7a)); one appointed by the Dean of University Libraries; two (2) appointed by the Library Faculty Council; and the Coordinator of Instructional Programs, Head, Library Studies as a non-voting member. The committee shall include at least one Commonwealth Campus librarian and a librarian who has taught or is teaching either a Library Studies course or other credit instruction.

Duties: The Committee on Curricular and Instructional Affairs shall review and evaluate all course proposals and instructional projects submitted by various departments or Library Faculty members. It shall study existing courses and instructional projects of the Libraries with reference to the needs of student and opportunities for service to the University, and make recommendations for changes where appropriate. It shall develop criteria for evaluating and recommend procedures for handling course proposals and instructional projects. It shall maintain such liaison with University administration and faculty as may be necessary for the implementation of these procedures.

(c) Committee on Faculty Affairs

Membership: Nine (9) Library Faculty Organization members

Selection: Six (6) elected (see Standing Rules, Article II, Sections 4 and 7(a)); one appointed by the Dean of University Libraries; two (2) appointed by the Library Faculty Council; at least one member shall be a Commonwealth Campus librarian.

Duties: The Committee on Faculty Affairs shall advise the Dean of University Libraries on matters of policy concerning faculty affairs and shall develop criteria for faculty appointments, evaluation, promotions, tenure, and leaves. It shall make recommendations on matters concerning the professional, cultural, social, and material welfare of the faculty and the educational environment in which the faculty works. It shall make recommendations on rights and responsibilities of the faculty and on the procedures for hearings in individual cases where it is charged that rights have been violated or responsibilities unfulfilled.

(d) Committee on Research

Membership: Six (6) Library Faculty Organization members.

Selection: Four (4) elected (see Standing Rules, Article II, Sections 4 and 7(a)); one (1) appointed by the Dean of University Libraries; one (1) appointed by the Library Faculty Council; at least one member shall be a Commonwealth Campus librarian.

Duties:

A. The Committee on Research shall advise the Dean of University Libraries and the Library faculty on matters concerning research.

B. It shall promote a climate which encourages librarians to engage in research, by investigating the opportunities available to library faculty, collecting and distributing information on research grants, and providing a forum for the discussion of research problems, methods and results.

C. It shall evaluate requests for sabbatical leave presented to it by the Dean of University Libraries; specifically, it shall consider whether the amount of released time requested is reasonable in terms of the scope of the proposed project; it shall consider the proposals on the basis of methodological soundness, intrinsic merit, contribution to librarianship, and benefit to the Pennsylvania State University; and it shall recommend to the Dean whether or not released time should be granted.

(e) Committee on the University Libraries Award*

Membership: Three (3) Library Faculty Organization members.

Selection: Appointed annually in December by the Library Faculty Council.

Duties: This committee shall act as jury for the award as presented in Appendix III, Regulations Governing the University Libraries Award. The committee shall consult with the Dean of University Libraries on the suitability of its recommendation.

Nominations shall be due in March from the university community on a form to be provided by the committee. The form shall provide space in which the nominator must list two other persons who are willing to support the nomination. The committee shall consider only those nominations submitted on official forms. No award shall be made in any year in which the jury does not find the nominees qualified to meet the conditions of the award.

The award shall be made in the spring. The committee shall prepare the award and any printed citation which might accompany it. The committee jointly with the Library Faculty Organization Council shall appoint a sub-committee to arrange for the suitable presentation of the award.

*Prior to 1984, the Award for Outstanding Contribution to the Pennsylvania State University Libraries.

## Article III
## AMENDMENT PROCEDURES

Section 1

Amendments to the Standing Rules may be adopted at any meeting of the Library Faculty Organization by a two-thirds (2/3) vote, provided that the amendments shall have been presented in writing at a preceding regular meeting.

## Appendix I

## Policy on Publication and Research Based in LFO Council - and LFO Committee-Produced Materials

1) During the year of a Council's or committee's elected or appointed existence, Council or a committee may designate a subgroup of itself to pursue a project which could lead to a publication if:

   (a) Council or the committee can agree to the project and to the Subgroup's membership

   (b) Council, in the case of a committee project, agrees to the project as part of the committee's agenda, and

   (c) Council or the committee sets a time period for completion of the project and, if it is not completed within that period, membership on the subgroup may be open to other members of Council and the committee.

2) At the end of the annual term of Council and the committees, the outgoing Council and committee chairpersons will deposit their records, including minutes, correspondence, reports, survey results, and other working papers, in the Penn State Room. These materials, designated as the Records of the Library Faculty Organization, will then be open for informational and research use by Library faculty members and other bonafide researchers. It would be expected that these materials would be treated as primary source material with proper attribution through footnotes and bibliography in any publication resulting from research using these materials. Any request for reprinting an entire or substantive portion of a report or other document in these records would be a matter for Council decision.

## Appendix II

## Report of the Ad Hoc Committee on Election Procedures for Library Ombudsperson and Alternate

I. Procedure:

A. The Library Faculty Organization shall elect an ombudsperson and an alternate.

B. The election, including tallying of the ballots, shall be carried out during the month of April by the Elections Committee of the Library Faculty Organization.

C. The term of office for the ombudsperson shall be one year beginning on September 1. There shall be no limit to the successive number of terms a person may hold the office.

D. Self-nominations, with the exceptions noted in section II, below, shall be made by members of the Library Faculty as defined in the constitution of the Library Faculty Organization.

E. Election shall be by secret preferential ballot, the preferred candidate being designated by "2", and second choice by "1". Any ballot on which two selections are not made will be invalid. The points for each candidate will be totalled. The candidate with the highest number of points will be elected ombudsperson; the candidate from a different department with the second highest number of votes will be elected alternate. In case of a tie, the person with the greatest number of highest designations will be elected.

F. All persons holding faculty appointments in the University Libraries at University Park shall be eligible to vote.

II. Eligibility:

A. All persons holding faculty appointments in the University Libraries at University Park* for at least two years shall be eligible to run for election with the following exceptions:

1. Dean of Libraries and Assistant Deans.
2. Members of any committee on Academic Promotion and Tenure.
3. Any library faculty member who completes a performance evaluation on another library faculty member at University Park.
4. Any library faculty member who is a degree candidate at PSU.

* Library faculty members at locations other than University Park, according to the administrative guidelines for implementing the policy on faculty rights and responsibilities, will vote for and be eligible for the ombudsperson position at their respective campuses.

## Appendix III

## Regulations Governing the University Libraries Annual Award*

1. The name of this award shall be the "University Libraries Award."

2. The purpose of this award shall be to recognize a member of the University Libraries holding an academic or staff appointment who has contributed significantly by his or her performance to the University Libraries.

3. The principal of this fund, $6,000, represents an initial grant to establish the award and a subsequent transfer of unused income to the principal. Additional contributions to the fund may be made by interested persons and organizations.

4. Consideration for this award shall be given to all employed by the University Libraries holding academic or staff appointments, except deans or division heads, who have contributed significantly to the University Libraries according to the following criteria:

   a. Professional contribution which has a significant influence on the operations of the Pennsylvania State University Libraries; or

   b. Significant professional contribution which earns the respect of the University community for the Pennsylvania State University Libraries; or

   c. Significant contribution to the profession which reflects achievement in librarianship at the Pennsylvania State University; or

   d. Outstanding service to the Pennsylvania State University Libraries as evidenced by continuing leadership and innovation.

5. Selection of the recipient of this award shall be made by the Committee on the University Libraries Award. This committee shall act as an awards jury in consultation with the Dean of University Libraries according to the Library Faculty Organization's Standing Rules, Article II, Section 7(e).

6. The number of awards made annually and the value of each shall be determined by the selection committee. Each award shall consist of a cash stipend and a Nittany Lion Statue on a wood base. Engraving costs shall be borne by the University Libraries.

   Awards shall be made from the annual earnings of the University Libraries Award fund and any income not used in a particular year shall be retained and added to the income earned the following year.

7. This award may be made on an annual basis and may be given to a recipient more than one time providing he or she meets the qualifications for the award.

8. The Board of Trustees of the Pennsylvania State University shall have the authority to make any changes in these guidelines which may be necessary to ensure the fulfillment of the above-stated objectives.

*Regulations taken from the Minutes of the Board of Trustees Meeting dated 5/18/84.

## Appendix IV

## Election Procedures for University Park Libraries Representatives to the University Faculty Senate

I. Eligibility

The University Faculty Senate Constitution, Article II Membership, Section 1 shall determine eligibility.

> For the purpose of defining the electorate of the Senate the term University Faculty shall mean all persons who are not candidates for degrees at Penn State, who hold full-time academic appointments, and who fall into one of the following categories: those holding professorial, research (excluding non-continuing research appointees), or librarian titles and those who are full-time instructors or assistant librarians.

A. "Full-time appointments" means appointment on "A" or "M" contracts. Excluded are part-time appointees.

B. "Academic appointments" means those with faculty status, including administrative appointments with faculty status.

II. Electorate

All full-time academic appointees, in accordance with University Faculty Senate Constitution, Article II shall have the right to vote.

III. Terms of Office

Terms shall be for four years. Elections will be held every year in which a vacancy occurs.

IV. Election Procedures

Procedures shall be in accordance with University Faculty Senate By-Laws Article III. These provide for open nominations, a double slate, and a secret ballot.

A. Elections shall take place in January.

B. At least one month before elections the Elections Committee shall circulate a nomination/self-nomination form with a list of all eligible faculty.

C. The Elections Committee will obtain consent of nominees to appear on the ballot. If necessary, the Elections Committee will serve as a nominating committee.

D. Names shall be listed on the ballot in alphabetical order.

RUTGERS UNIVERSITY LIBRARY

# BYLAWS

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# UNIVERSITY LIBRARY FACULTY

# RUTGERS UNIVERSITY THE STATE UNIVERSITY OF NEW JERSEY

# BYLAWS

## Preamble

The existence of the University Library Faculty stems from the recognition that a body parallel to other faculties is required to ensure that the quality of services provided by the University library system will be maintained and improved. Librarians are part of every element of the University. While their specific duties vary, the functions which they have in common and their increasing involvement in the University's teaching and research programs necessitate further development of their relationships with one another and with other divisions. 5/74

## Section I. Membership

1. In accordance with University Regulation, Section 4.11, the Rutgers University Library Faculty shall consist of the President of the University, the University Vice President for Academic Affairs, and the following officers of the University Library System: The University Librarian, the Librarians I, Librarians II, Librarians III, Librarians IV, Librarians V, and those faculty of equivalent rank who are appointed on lines budgeted to the University Library. 5/27/92

2. Librarians IV who have served less than one year, and Librarians V are invited and encouraged to attend the meetings and to participate in the discussions, but shall not vote. 12/11/84

3. Librarians who occupy less than fifty percent of a University Library line may be invited by the Faculty to participate and vote in University Library Faculty matters. Such members shall be known as invited members. Invited members shall have all rights, duties and responsibilities not precluded by University Regulations or by these Bylaws. Invited members are not eligible to serve on the Committee of Review or to be elected as Faculty Coordinator. 5/27/92

## Section II. Organization, Duties and Powers

Under the President of the University the Library Faculty shall have jurisdiction within its own unit over academic matters, subject to review by the University Senate. These matters shall include, in accordance with the University's missions, developing principles for the growth and organization of the library's resources and collections, providing services to library users and encouraging the coordination of such services, determining guidelines for access to the library's resources and collections, furthering intellectual freedom, adopting regulations governing its own procedures, making recommendations to the President or to the Senate, and proposing through the Senate and the President, amendments to the University Rules and Regulations to be adopted by the Board of Governors. 5/27/92

## Section III. Officers

1. In accordance with University Regulations/Section 3.20A, the University Librarian is the principal administrative officer of the University Library System. 12/11/84

2. In accordance with University Regulation, Section 4.21, the Faculty shall elect a Secretary from among its members who shall record the minutes of the meetings. The term of office shall be two years. The minutes shall be submitted to the Coordinating Committee for review and copies shall be distributed to the membership. A copy of all minutes shall be retained by the office of the University Librarian and a copy shall also be forwarded to the appropriate officers of the University Administration. The Secretary shall register members of SIG's (Special Interest Groups) if hereafter established each year. 5/27/92

3. A Parliamentarian shall be appointed to serve at the pleasure of the University Librarian. 12/11/84

4. The University Archivist shall be responsible for collecting minutes and reports of the committees and other faculty bodies of the Library Faculty and for preserving the archival record of the University Libraries Faculty. 5/27/92

## Section IV. Meetings

1. In accordance with University Regulations, Section 4.21, the University Librarian shall preside at all Faculty meetings unless the President of the University is present and presides. 12/11/84

2. There shall be at least three meetings of the Faculty of the Rutgers University Library per year; one early in the fall term, one early in the spring term, and the annual business meeting at the end of the spring term. Members shall be notified of the date, time and location of the meeting at least two weeks prior to the meetings. The agenda shall be distributed with the meeting notice. 12/11/84

3. In accordance with University Regulation, Section 4.41, the President of the University or the University Librarian may call special meetings of the membership. The University Librarian shall call a special meeting of the faculty on written request of 25 percent of its members and it shall be announced, preferably two weeks previous to the occurrence of the meeting. Any member may request that a special meeting be called. A call to a special meeting shall include a statement of the purpose for which the meeting is to be held. 12/11/84

4. Notice of any meeting shall be sent to the President and to the University Vice President for Academic Affairs, to the Provosts, and to the Secretary of the University. 5/27/92

5. Twenty-five percent of the membership shall constitute a quorum for the transaction of business. 12/11/84

6. The order of business at all meetings shall be:

  a. Adoption of the agenda,
  b. Approval of the minutes of the previous meeting,
  c. Report of the University Librarian on all proposals approved by the membership at the previous meeting which require administrative action and other academic or administrative matters,
  d. Report of the Faculty Coordinator,
  e. Communications,
  f. Reports of members serving on University bodies,
  g. Reports of standing committees,
  h. Reports of special committees,
  i. Unfinished business,
  j. New business.

7. To add to the agenda and take action at the same meeting requires a two-thirds vote of the members present agreeing to the addition of the item when the agenda is adopted. 12/11/84

Section V. Nominations, Appointments and Elections

1. Nominations, appointment, and elections procedures shall be governed by this section, unless otherwise provided for in these Bylaws or the Rules of Procedure.

2. Elections of elective officers shall be conducted by the Rules of Procedure Committee by mail ballot prior to the annual business meeting at the end of the spring term.

3. Nominations for elective offices shall be made by the Rules of Procedure Committee. 7/30/70

  a. Any member of the University Library Faculty having voting rights shall be eligible for nomination or appointment to office except as hereinafter stated.
  b. Academic rank as of January 1 of the year in which the annual election is to occur shall determine eligibility for an elective or appointive office requiring a specific academic rank. 5/27/92

4. Elective officers include:

  a. University Senator/Senators
  b. Faculty Coordinator
  c. Other elective officers that may be designated. 2/26/92

5. Members of the University Library Faculty are eligible to vote in the faculty elections as per Section I. Voting for University offices is governed by University Regulations. 2/74

6. Voting shall be by secret mail ballot according to the Library Faculty Rules of Procedure. 5/27/92

7. Vacancies to appointive offices shall be filled by the University Librarian.

8. Vacancies, either temporary or permanent, which arise in elective offices shall be filled by the Coordinating Committee according to the Rules of Procedure until the next annual election, at which time the position shall be filled by election for the remainder, if any, of the unexpired term. 5/27/92

9. University Senators
   a. The number of University Senators and qualifications to serve shall be as specified in University Regulations, Section 7.13.
   b. The term of office shall be for three years.

10. Representation for University elective offices and the terms of office shall be as specified in University Regulations. 7/30/70

## Section VI. Statutory Committees, Standing Committees

1. University Regulations require the following statutory Committees:
   a. Committee of Review
   b. Planning Committee
   c. Rules of Procedure Committee 12/11/84

2. In accordance with University Regulations, Section 4.23, there shall be a Committee of Review consisting of four members and two alternates, two members and one alternate to be appointed by the University Librarian, and two members and one alternate to be elected by the faculty. Membership shall be limited to persons with tenure. They may not be members of the Advisory Committee on Appointments and Promotions. One member and one alternate shall be elected, and one member and one alternate shall be appointed each year. 5/27/92

The term for members shall be two years. The term for alternates shall be for one year. The duties of the committee shall be to counsel and advise any faculty member who seeks such advice with respect to any problem affecting his or her status as a member of the University. The Committee may also on its own initiative make suggestions on personnel matters to the University administrative officers and the Library Faculty. 12/11/84

3. In accordance with University Regulation, Section 4.24A, the Planning Committee shall consist of nine tenured faculty members to be representative of the geographic and programmatic areas of the Library system, six of these members to be elected by the Faculty and three to be appointed by the University Librarian. The term for members shall be three years. This committee shall advise the University Librarian on: 5/27/92

   a. program priorities in the area of faculty line assignments, the provision of library services and collections, research, and service in relation to resource allocation, and
   b. long range planning (3 to 5 years) in the areas listed in the previously defined areas. 12/11/84

Note: Nothing in this resolution shall abrogate the duties or responsibilities of the University Librarian detailed in University Regulations, Sections 2.20A nor shall it in any way abrogate the rights and responsibilities of the faculty as stated in the University Regulations under statements on academic freedom. Section 3.90 through 3.99a. 12/11/84

4. In accordance with University Regulations, Section 4.22, there shall be a Rules of Procedure Committee. It shall consist of five members, elected from the Faculty. Members shall serve three-year terms, with approximately one-third of the members elected each year. A chairperson shall be elected to serve for a two-year term. This committee is responsible for maintaining the Bylaws of the Library Faculty and the Rules of Procedure of the Library Faculty, serves as the Nominating Committee for faculty-wide elections, and by the beginning of each academic year assures that all committee positions have been filled. 12/11/84

5. There shall be the following standing committees:

  a. Coordinating Committee 12/4/84
  b. Committee on Scholarly and Professional Activity 5/27/92
  c. Personnel Policy and Affirmative Action Committee 12/4/84
  d. Standing Advisory Committee on Collection Development 12/4/88
  e. Standing Advisory Committee on Public Services 12/4/88
  f. Standing Advisory Committee on Technical and Automated Services 12/4/88
  G. Short Research Assignment Committee 5/31/90

6. The Coordinating Committee shall consist of the Faculty Coordinator, who shall serve as chair of the Committee; the Deputy Faculty Coordinator; the chairs of the following committees: the Committee on Scholarly and Professional Activity, Personnel Policy and Affirmative Action Committee, Short Research Assignment Committee, Committee of Review, Planning Committee, Rules of Procedure Committee and APPOINTMENTS AND PROMOTION COMMITTEE; the senior elected faculty members of the three Standing Advisory Committees, three librarians elected to represent respectively Camden, New Brunswick, and Newark, and the University Librarian, ex officio. 5/27/92

This committee shall advise the University Librarian and shall act for the Faculty at such times when the Faculty as a whole cannot conveniently meet. It shall be responsible for coordinating the activities of the Faculty and its committees, and shall exercise such powers as the Faculty may delegate to it. 12/11/84

7. The Committee on Scholarly and Professional Activity shall consist of three elected members and three appointed members. The term of office shall be for three years. The Committee shall be responsible for presenting seminars and programs relevant to the research and publications interests of the Faculty, for maintaining liaison with the Faculty of the School of Communication, Information and Library Studies and other professional groups for this purpose, and shall assist the University Librarian in the publication each year of a list of publications by faculty members. 5/27/92

8. There shall be a Personnel Policy and Affirmative Action Committee consisting of five members. The term of office shall be two years. Three members shall be elected by the Faculty and two members shall be appointed by the University Librarian. Two members shall be elected and one appointed one year, and one elected and one appointed the alternate year. The administrative officer responsible for personnel shall serve ex officio as a non-voting member of this committee. This committee shall advise the Faculty and the University Librarian on matters of personnel policy, such as selection of search committees and associated policies and on matters concerning the status of minorities, women, and other groups protected by federal and state equal employment opportunities laws. 5/27/92

9. Standing Advisory Committee on Collection Development.

a. The Standing Advisory Committee on Collection Development shall consist of not more than 12 voting members. Membership will be as follows: Associate University Librarian for Collection Development and Management, who shall serve as Chair, 2 members elected by the Library Faculty, 1 person appointed annually by each of the 6 campus library directors (Newark, Camden, College Avenue, Busch, Livingston, and Douglass), one person appointed annually by the Head of Special Collections and up to 2 additional members may be appointed annually by the chairperson. The Associate University Librarian for Research and Undergraduate Services, the Associate University Librarian for Technical and Networked Information Services, AND THE HEAD, ACQUISITIONS DEPARTMENT serve ex officio as nonvoting members. Other persons may be invited to attend as nonvoting participants. 5/27/92

b. The Committee shall review existing policies for effectiveness; advise and assist the Associate University Librarian for Collection Development and Management in the implementation of policies and practices; serve as a vehicle for communication about collection development matters to other Library Faculty members; hold at least one systemwide meeting a year for the presentation and discussion of collection development issues important to the functioning of the library system. 12/4/88

The Faculty members shall be elected for a two year term, each one being selected in alternating years. The senior elected member will also serve on the Coordinating Committee. 12/4/88

10. Standing Advisory Committee on Public Services.

a. The Standing Advisory Committee on Public Services shall consist of not more than 12 voting members. Membership will be as follows: The Associate University Librarian for Research and Undergraduate Services, who shall serve as Chair, 2 members elected by the Library Faculty, one person appointed annually by each of the 6 campus library directors (Newark, Camden, College Avenue, Busch, Livingston, Douglass): and up to 3 additional members may be appointed annually by the chairperson. The Associate University Librarian for Technical and Networked Information Services and the Associate University Librarian for Collection Development and Management are ex officio nonvoting members. Other persons may be invited to attend as nonvoting participants. 12/4/88

b. The Committee shall review the existing public services policies and practices for effectiveness; advise and assist the Associate University Librarian for Research and Undergraduate Services on policy and implementation issues; serve as a vehicle of communication on public services to other Library Faculty members; hold at least one systemwide meeting each year for the presentation and discussion of public services issues important to the functioning of the library system. 12/4/88

c. Faculty members shall be elected for a two year term, each being elected in alternating years. The senior elected member will also serve on the Coordinating Committee. 12/4/88

11. Standing Advisory Committee on Technical and Automated Services.

a. The Standing Advisory Committee on Technical and Automated Services shall consist of not more than 14 voting members. Membership shall be as follows: The Associate University Librarian for Technical and Networked Information Services, who shall serve as Chair, 2 members elected by the Library Faculty, 1 person appointed annually by each of the 6 campus library directors (Newark, Camden, College Avenue, Busch, Livingston, Douglass), and up to 5 additional members may be appointed annually by the chairperson. The Associate University Librarian for Research and Undergraduate Services and the Associate University Librarian for Collection Development and Management are ex officio nonvoting members. Other persons may be invited to attend as nonvoting participants. 12/4/88

b. The committee shall review existing technical and automated services policies for effectiveness; advise and assist the Associate University Librarian for Technical and Networked Information Services; serve as a vehicle of communication for technical services matters to other library faculty members; hold at least one systemwide meeting each year for the presentation and discussion of technical and automated services issues important to the functioning of the library system. 12/4/88

c. Faculty shall be elected for a two year term, each being elected in alternating years. The senior elected member will also serve on the Coordinating Committee. 12/4/88

12. The Short Research Assignment Committee shall consist of three tenured members elected by the faculty. One tenured member shall be elected each year for a term of three years. This committee shall advise the University Librarian with respect to applications by faculty members for short research assignments. 5/27/92

13. The organization of committees with the exception of the Standing Advisory Committees, shall be as follows:

a. Except for the elected members of statutory and standing committees, the members of committees shall be appointed by the University Librarian. 12/11/84

b. Records of each committee shall be retained for future use by the committee, the University Librarian, the President of the University, and the Board of Governors. A written annual report shall be submitted for distribution with the minutes of the annual business meeting. 5/27/92

c. Committees, as appropriate, shall seek the advice of other groups, and individuals, both within and outside the University Library. 12/11/84

14. Special interest groups (SIGs) to address specific concerns may be established by interested library faculty members. These self-generated groups shall file an announcement of interest with the Secretary of the Faculty. The announcement shall be published in the Library's newsletter by the convener. Annually, each SIG shall register with the Secretary of the Faculty. Products created or produced by the SIGs shall be submitted to the Secretary and the chair of the appropriate standing advisory committee. 12/4/88

15. Agendas for all meetings covered under this section shall be prepared and distributed in advance. It shall be the responsibility of the convener of the meeting to prepare summary minutes and submit them for publication in the Library's newsletter. Inquiries for complete minutes may be made of the convenor, committee chairperson, etc. Copies of complete minutes shall be sent to the University Archivist. 5/27/92

16. To further the work of the Faculty, the University Librarian may, in consultation with the Faculty, at any time appoint ad hoc committees. After an ad hoc committee has been appointed for two consecutive years, the Librarian shall request the approval of the Faculty to create a standing committee with the same name and duties. Otherwise the committee shall be disbanded.

## Section VII. Library Faculty Units or Departments

1. The University Library Faculty shall be divided into the following units:
   a. The Archibald S. Alexander Library and branches if any.
   b. The Library of Science and Medicine and branches if any.
   c. Technical and Automated Services.
   d. The Mabel Smith Douglass Library and branches if any.
   e. The Kilmer Area Library and branches if any.
   f. The Paul Robeson Library and branches if any.
   g. The John Cotton Dana Library and branches if any. 5/27/92

2. Faculty members who are not structurally affiliated with a single named unit or department shall be assigned to a named unit by mutual written consent among the University Librarian, the candidate, and the unit(s). 5/27/92

3. There shall be an established procedure for library faculty to provide input upon matters of appointments, promotions and non-reappointments. 6/14/89

4. Membership in the unit shall be consistent with unit designations above and shall be governed by Section I of these Bylaws.

5.a. Each unit shall have a unit librarian who, under the University Librarian, shall have administrative responsibility for the overall program of the unit library. The unit librarian shall have general administrative responsibility for the program of the unit, plan with the faculty members of the unit a progressive program for the unit, evaluate continuously the instructional, research, and administrative process of the unit, and make appropriate recommendations to the University Librarian, and generally promote the effectiveness of the unit, division, and University by every appropriate means. 6/14/89

[b. The unit librarian shall be responsible for personnel matters within the Library Unit including: evaluating periodically members of the faculty and reporting the evaluations as required; on consultation with the members of the Unit on indefinite tenure recommending appointments, reappointments, promotions, non-reappointments, and dismissals in accordance with University policies and regulations; and seeing that adequate supervision, advice, and training are afforded new members and other members who might profit thereby. The unit librarian shall fulfill those responsibilities assigned to the Department Chairperson in the faculty promotion process. 6/14/89

c. The unit librarians shall notify all library faculty members of pending personnel actions in their Units ninety and thirty days before their Unit will consider an action. He/She will provide an evaluation form that library faculty members may complete and forward to the appropriate Unit Librarian. 6/14/89

6. Eligibility to serve as unit librarian shall be as follows: any member of the Unit who is a Librarian I or Librarian II is eligible to serve as unit librarian, provided that he or she occupies at least 50 percent of a budgeted position of the unit and is a voting member of the University Library Faculty.]

[7. Term of office of unit librarian shall be determined as follows:

a. The term of office of unit librarian is five years. On the written request of five members of the University Library Faculty, the Rules of Procedure Committee shall determine by secret ballot whether the faculty wishes to change the term of office. Any new term of office shall become effective at the end of the term of the incumbent. If, during his or her term of office, the unit librarian is on leave, that time shall be counted as part of his or her term.

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b. If it is necessary to appoint an acting unit librarian for a term longer that six months, the unit shall nominate to the University Librarian a person to serve in that capacity according to the procedure for the nomination of unit librarian. For a term of less than six months, an acting unit librarian shall be appointed by the University Librarian in consultation with the librarians of the unit. 12/11/84]

8. Nomination of unit librarian shall be in accordance with University Regulations, Section 2.51, [for selection of department chairs.] AND THE LIBRARY FACULTY RULES OF PROCEDURE.

[a. During the second semester of the year in which the unit librarian's term expires, or in the event of a vacancy, the Faculty Coordinator shall poll all members of the unit eligible to vote. The ballot shall contain the names of all eligible members (Librarians I and Librarians II). Each voting member may vote for the names on the ballot or indicate a preference for the appointment of a unit librarian from outside the unit or University. The ballot, without signature, shall be placed in an unmarked envelope. The unmarked envelope shall be placed in a second envelope which is sent to the Faculty Coordinator. In order to establish the eligibility of those voting, the member's signature; must appear on this second (outer) envelope. Ballots shall be counted and the count certified by the Faculty Coordinator. The candidate receiving the votes of a majority of these eligible to vote shall be the nominees of the unit to the University Librarian.

b. If no candidate receives a majority on the first ballot, or if the candidate receiving the majority declines to serve, the Faculty Coordinator shall prepare a second ballot containing the names of the two highest candidates, or, in the case of a tie for first place, the names of those involved in the tie, or in case of a tie for second place, the names of the highest candidate and those involved in the tie. Each voting member may vote for the names on the ballot or indicate a preference for the appointment of a Unit Librarian from outside the unit or University. From this point on, the procedure shall be that set forth in paragraph (a) above. If no candidate obtains a majority, the names of the two highest candidates, or, in case of a tie for first place, the names of those involved in the tie, shall be reported to the University Librarian as the nominees of the unit.

c. Nomination to the University Librarian shall normally be completed by May 1.

d. In the event of a vacancy, the University Librarian, in consultation with the Library Faculty of the unit in question, may decide to go outside the unit or University. A search committee shall be formed following guidelines accepted by the Library Faculty. 12/11/84]

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[9. Eligibility to vote for nomination OF [or] unit librarian shall be as follows:

- a. Any member of the unit above the rank of Librarian IV with at least six months of service in the unit, or a Librarian IV with at least one full year of service in the unit shall be entitled to vote subject to the limitations of the following sections.
- b. If a member of the faculty occupies 50 percent of a budgeted position in each of two units of the Rutgers University Libraries, he or she shall decide in which unit he or she is eligible to vote.
- c. No person shall be eligible to vote for a candidate for unit librarian in any unit to which he or she gives less than 50 percent of his or her University service.
- d. Members of a unit otherwise eligible shall not vote for a Unit Librarian if their services to the unit are terminating at the end of the current academic year.
- e. A faculty member who has been given a one-year terminal appointment for the coming year shall not vote for a unit librarian at any time after notification of such appointment.
- f. Members of a unit on leave of absence and otherwise eligible may vote for a unit librarian providing that the leave does not exceed one year. 12/11/84]

## Section VIII. Faculty Coordinator

1. A Faculty Coordinator, who shall also serve as Chair of the Coordinating Committee, shall be nominated by the Faculty to the University Librarian. A Deputy Faculty Coordinator, to serve in the absence of the Faculty Coordinator, shall also be nominated. The Deputy Coordinator shall serve as a member of the Coordinating Committee. The candidate who receives the greatest number of votes shall be nominated as Coordinator; the candidate with the next greatest number of votes shall be nominated as the Deputy Coordinator. 6/14/89

The Faculty Coordinator shall coordinate the activities of the library faculty, advise the University Librarian regarding the academic matters pertinent to the libraries, chair the University Libraries Section, and advise, as needed, the unit librarians, 5/27/92

[and conduct the nomination process for unit librarians.]

2. Eligibility to serve as Faculty Coordinator shall be as follows: any tenured member, who is a Librarian I or Librarian II is eligible to serve as Coordinator, provided that he or she occupies at least 50 percent of a budgeted position in the University Library and is a voting member of the Rutgers Universities Library Faculty. 12/11/84

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3. Library faculty members above the rank of Librarian IV who are in their second or subsequent semester of service and Librarians IV with at least one full year of service shall by ballot nominate to the University Librarian one of the Librarian Is or Librarian IIs for appointment as Faculty Coordinator. A Deputy Faculty Coordinator will also be selected in this manner. 6/14/89

4. The term of office shall be for two years. 12/11/84

5. Eligibility to vote for a candidate to be nominated for Faculty Coordinator shall be according to the Library Faculty Rules of Procedure. 5/27/92

## Section IX. Amendment of the Bylaws

These Bylaws may be amended, added to or repealed by a majority vote of the membership present at any duly constituted meeting, provided written notice of the changes has been sent by the Rules of Procedure Committee to each member at least two weeks before the meeting, and provided that such changes are not contrary to University Regulations. 5/27/92

## Section X. Parliamentary Authority

All meetings of the University Library Faculty and all meetings of standing committees shall be conducted according to Parliamentary Law as set forth in Robert's Rules of Order, current edition. 12/11/84

Adopted, August 1970
Amended, November 1973; February 1974; June 1975; July 1977; November 1978
Amended, May 1980; December 1984; December 1988; June 1989
Amended, May 1990; May 1992

# RULES OF PROCEDURE

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UNIVERSITY LIBRARY FACULTY
RUTGERS UNIVERSITY, THE STATE UNIVERSITY OF NEW JERSEY

# RULES OF PROCEDURE

## Section I. Nominations, Appointments and Elections

1. Nominations for elective officers.

    a. The Rules of Procedure Committee shall nominate at least two candidates for each vacancy.
    b. Except as otherwise provided for in these Bylaws, members of committees may be appointed or elected to regular seats on the same committee for a consecutive period not exceeding two terms, after which one year shall elapse before they may be reappointed or reelected to the same committee. Terms of all newly-elected and appointed officers commence July 1. Appointments or elections for the purpose of filling vacancies shall be included in the two term time limit.

2. Voting shall be by secret ballot according to the Library Faculty Rules of Procedure.

    a. A majority of the members eligible to vote, and voting, shall be required to elect officers.
    b. The slate of nominees prepared by the Rules of Procedure Committee will be distributed to the Faculty for nomination by petition. Written nominations shall be returned to the chairperson of the Rules of Procedure Committee by the date specified on the slate of nominees. Candidates must be nominated by two or more members of the Faculty and must agree to the nomination. Such candidates will be added to the ballot after they they are verified as eligible by the Rules of Procedure Committee.
    c. The ballot will be distributed at least six weeks prior to the annual business meeting, and is to be returned by the date specified. The ballot itself should be placed unsigned in a plain envelope and marked "Ballot". This envelope should then be enclosed in another envelope bearing the voter's signature and addressed to the chairperson of the Rules of Procedure Committee.
    d. The votes will be tabulated by the Rules of Procedure Committee. In the case of a tie, there shall be a special mail ballot.
    e. The results of the election shall be announced at the annual business meeting and published in the Agenda.

3. In filling vacancies the Coordinating Committee normally shall select the person with the next highest number of votes at the last election for that committee. If that person cannot serve, the Coordinating Committee shall select a faculty member eligible to serve according to the requirements of the bylaws for that committee.

[Section II. Nomination of unit librarian

1. During the second semester of the year in which the unit librarian's term expires, or in the event of a vacancy, the Faculty Coordinator shall poll all members of the unit eligible to vote. The ballot shall contain the names of all eligible members (Librarians I and Librarians II). Each voting member may vote for the names on the ballot or indicate a preference for the appointment of a Unit Librarian from outside the unit or University. The ballot, without signature, shall be placed in an unmarked envelope. The unmarked envelope shall be placed in a second envelope which is sent to the Faculty Coordinator. In order to establish the eligibility of those voting, the member's signature; must appear on this second (outer) envelope. Ballots shall be counted and the count certified by the Faculty Coordinator. The candidate receiving the votes of a majority of these eligible to vote shall be the nominees of the unit to the University Librarian.

2. If no candidate receives a majority on the first ballot, or if the candidate receiving the majority declines to serve, the Faculty Coordinator shall prepare a second ballot containing the names of the two highest candidates, or, in the case of a tie for first place, the names of those involved in the tie, or in case of a tie for second place, the names of the highest candidate and those involved in the tie. Each voting member may vote for the names on the ballot or indicate a preference for the appointment of a Unit Librarian from outside the unit or University. From this point on, the procedure shall be that set forth in paragraph (a) above. If no candidate obtains a majority, the names of the two highest candidates, or, in case of a tie for first place, the names of those involved in the tie, shall be reported to the University Librarian as the nominees of the unit.

3. Nomination to the University Librarian shall normally be completed by May 1st.

4. In the event of a vacancy, the University Librarian, in consultation with the Library Faculty of the unit in question, may decide to go outside the unit or University. A search committee shall be formed following guidelines accepted by the Library Faculty. 12/11/84]

Section III. Eligibility to vote for a candidate to be nominated for Faculty Coordinator shall be as follows:

a. Any member above the rank of Librarian IV with at least six months of service in the department, or a Librarian IV with at least one full year of service in the Faculty shall be entitled to vote subject to the limitations of the following sections.
b. No person shall be eligible to vote for a candidate for Coordinator if he or she gives less than fifty percent of his or her service to the University Library.

c. Members, who are otherwise eligible, shall not vote for a candidate for Coordinator if their services to the department are terminating at the end of the current academic year.

d. A faculty member who has been given a one-year terminal appointment for the coming year shall not vote for a candidate for Coordinator at any time after notification of such an appointment.

e. Faculty members on leave of absence and otherwise eligible may vote for a candidate for Coordinator providing that the leave does not exceed one year. 12/11/84

## Section IV. Amendment of the Rules of Procedure

These Rules of Procedure may be amended, added to or repealed by a majority vote of the membership present at any duly constituted meeting, provided written notice of the changes has been sent by the Rules of Procedure Committee to each member at least two weeks before the meeting, and provided that such changes are not contrary to University Regulations. 5/27/92

LIBRARY FACULTY

GOVERNANCE DOCUMENT

Adopted 5/22/92

UNIVERSITY OF SOUTHERN CALIFORNIA

## INTRODUCTION

The faculty of the University Libraries of the University of Southern California have a major responsibility for collecting, organizing, and making available recorded knowledge in many forms for the support of teaching and research at the University. An important corollary responsibility is assisting students and scholars in finding and organizing recorded knowledge pertinent to their needs, and helping develop their skills in finding such knowledge themselves. Fulfilling these and other responsibilities requires ongoing discussion and interpretation of the role of library faculty within the University. For this purpose the Library Faculty exists as an organized body of professionals under the structure and procedures set forth in this document and its bylaws.

The Library Faculty organization seeks to foster an atmosphere where professionalism in library services can flourish. To this end it may recommend policies and courses of action in support of acquiring, organizing, and facilitating the use of recorded knowledge. It may also recommend policies and actions in support of the professional development and well being of its members. through its Executive Council, the Library Faculty discusses its concerns and recommendations with the Library Administration, and, as the need may arise, communicates with other organized bodies within the University, and with the University Administration.

## MEMBERSHIP

All persons holding continuing appointment or tenure track positions of half time or greater in the University Libraries are members of the Library Faculty. Tenure and continuing appointment track faculty whose primary duties are administrative, although recognized as faculty of the University Libraries, do not vote in Library Faculty elections and do not serve on any of the standing councils or committees, or as faculty senators. They may attend all regular Library Faculty meetings and take part in discussions, but may not vote on any matters arising therein. These persons include the Dean of Libraries/University Librarian and all deputy, associate, and assistant university librarians. Others who are employed as non-continuing appointment or non-tenure track professionals within the University Libraries are not members of the Library Faculty. They may attend all regular Library Faculty meetings and take part in discussions, but may not vote therein or serve on standing councils or committees of the Library Faculty, or as faculty senators.

## ORGANIZATION

The governing body of the Library Faculty organization is the Executive Council, consisting of seven members, each elected for a two year term by vote of the Library Faculty. The Executive Council is presided over by one of its members who is elected by the Library Faculty to serve a one year term as president. The president is assisted by a vice president who is elected by the Library Faculty for a one year term. A regularly elected vice president of the Executive Council is also the president elect, succeeding to the presidency when it is vacated. The president and vice president are assisted in their duties by an executive secretary who is elected by the Library Faculty for a one year term. There are no alternate members of the Executive council, and under no circumstances may anyone who is not an elected Executive Council member ever be appointed as a substitute for an absent Council member.

The Executive Council has overall responsibility for all Library Faculty governance. It reports regularly to the Library Faculty on professional rights and responsibilities, professional status, library policy and management, and other pertinent matters as they may arise. It speaks on behalf of the Library Faculty in all matters which concern faculty. It meets regularly with and advises the University Librarian of faculty viewpoints on planning, policy, goals and objectives, priorities, budget, resource allocation, staffing, reorganization, administrative appointments, the appointment of special committees and task forces, and other faculty concerns which may arise. It serves as a resource board for the University Librarian to present new ideas and proposals and receive faculty reaction to them. It oversees the work of the standing committees, fills certain vacancies on these committees as provided for in the Bylaws, and, as needed, appoints special task forces to study issues and make recommendations on matters of faculty concern. Should the need arise, the Executive Council is the authority for interpreting the Library Faculty Governance Document.

The president conducts all meetings of the Library Faculty and the Executive Council, and acts as principal voice of the Council in all discussions with the Library Faculty and Administration, and with other groups or individuals. In the absence of the president, the vice president has the same authority and responsibilities. In the absence of both the president and vice president the same authority and responsibilities are delegated by the president, or by the vice president acting as president, to another member of the Executive Council.

The executive secretary keeps an accurate record of all decisions and recommendations of the Executive Council, and reports them to the Library Faculty and University Librarian in a timely manner. The executive secretary also prepares agendas and keeps minutes for all general meetings of the Library Faculty, ensuring that minutes of the previous meeting are available at or before each faculty meeting. This officer is also responsible for the archiving of Library Faculty proceedings. Any of these responsibilities may be delegated as needed. However, keeping records of Executive Council proceedings may be delegated only to another Council member.

## STANDING COMMITTEES

Standing committees exist as provided for in the Bylaws. Standing committee members shall be elected from among the Library Faculty membership according to the rules and procedures given in the Bylaws. Some members of standing committees may be appointed by the Executive Council, as provided for in the Bylaws. Standing committees carry out the functions pertinent to their respective charges, and report monthly in Library Faculty meetings. The work of the standing committees may be done in consultation with the Executive Council, with Library Faculty members, and with other groups or individuals within or outside the University Libraries.

## FACULTY SENATE

Faculty of the University Libraries are represented in the University Faculty Senate as provided for in the current Faculty Senate Constitution and Bylaws, wherein the University Libraries have status equivalent to that of a school for the purposes of Senate participation. Senators are elected by the Library Faculty, subject to the provisions of the Faculty Senate Constitution.

## ELECTIONS

All officers and members of the Executive Council, faculty senators, and standing committee members are elected by direct vote of the Library Faculty, except for certain members of standing committees who may be appointed by the Executive Council, as permitted in the Bylaws.

Special elections are called whenever required in order to fill vacancies in the Executive Council, the standing committees, or the University Faculty Senate. They may also be called at any time deemed necessary by the Executive Council in order to vote on any initiative proposed by the Executive Council.

All regular and special elections are conducted by secret ballot vote under the direction of the Elections Committee, according to the specific rules and provisions of the Bylaws. No member of the Library Faculty may cast more than one vote for a single candidate or proposition in any election.

## AMENDMENTS AND REVISIONS

Amendments to and revisions of the Library Faculty Governance Document may be proposed by any Library Faculty member. A copy of any proposed amendment or revision must be mailed or delivered to every member of the Library Faculty at least thirty days before any action can be taken by the Library Faculty as a body. This requirement includes Library Faculty members who may not be in residence at the University when an amendment or revisions is proposed.

An amendment to or revision of the Library Faculty Governance Document must be approved by a two thirds majority of the votes cast thereon. If the total vote is less than half of those eligible to vote thereon, a proposed amendment or revision must be resubmitted for a vote in a subsequent referendum held at least thirty days after the first vote. No amendment or revision can be approved without a two thirds majority vote in a referendum in which at least half of all Library Faculty members who are currently in residence at the University cast their vote.

Rules and procedures for revising the Bylaws of the Library Faculty Governance Document are given in the Bylaws.

# BYLAWS

**Rule 1.**

*Library Faculty Meetings.* The Library Faculty organization holds regular monthly meetings which are presided over and conducted by the president of the Executive Council. Regular monthly meetings are not required in June, July, or August, but may be called at the discretion of the president. The president has authority to call a special meeting of the Library Faculty at any time it is deemed necessary. In the absence of the president, the vice president has the same authority. In the absence of the president, the vice president presides over and conducts meetings of the Library Faculty, and in the absence of the president and vice president, a member of the Executive Council designated by the president or vice president has the authority to call faculty meetings, and presides over and conducts such meetings.

**Rule 2.**

*Faculty Meeting Procedures.* All regular and special meetings of the Library Faculty follow the procedures of Roberts Rules of Order, most recent revision, in all cases in which they are applicable and not in conflict with the Governance Document and its Bylaws. Except where stated in the Governance Document, one-third of all eligible Library Faculty members constitute a quorum. In the absence of a quorum, no action may be taken except adjournment to a specified future time.

**Rule 3.**

*Terms of Service on the Executive Council.* Regular terms of service on the Executive Council are overlapping, with four members ordinarily elected in the even years and three members ordinarily elected in the odd years. No member of the Executive Council may serve more than two consecutive full terms, or four consecutive years on the Council. At times it may be necessary to specially elect Council members for terms of less than two years in order to maintain total Council membership at seven. Should a Council seat become vacant with more than four months of service remaining, a special election of the Library Faculty is held to fill that vacancy. A specially elected Executive Council member serves only for the time remaining in the vacated term.

**Rule 4.**

*Automatic Election as An Executive Council Member.* A faculty member who is elected as an Executive Council officer when not currently serving on the Executive Council, is automatically elected to a regular two year term as a Council member and need not stand for separate election to the Council. A faculty member who is elected as an officer of the Council while currently serving a regular two year term as a Council member is automatically re-elected to an additional two year term on the Council only if an additional term is required in order to serve the term of office to which that person is elected. A faculty member who is elected an officer of the Council while serving as a specially elected Council member is automatically elected to a regular two year term as a Council member, beyond the current special term which that person is serving. Otherwise, there is no automatic election to membership on the Executive Council.

**Rule 5.**

*Succession to the Presidency of the Executive Council.* As president elect, the vice president succeeds to the presidency whenever it is vacated. When the presidency is vacated upon completion of a full term, the vice president becomes president and serves a full one year term in that office. If the presidency is vacated before completion of the full one year term, the vice president succeeds immediately to the presidency and serves the remainder of the vacated term plus a full one year term as president.

**Rule 6.**

*Vacancies in the Offices of Vice President and Executive Secretary.* When the office of vice president or executive secretary of the Executive Council is vacated more than four months before completion of the full term, a special election by the Library Faculty is held within thirty days to elect a new vice president or executive secretary respectively. Otherwise, a new vice president or executive secretary is elected in the next regular election.

**Rule 7.**

*Limitations on Consecutive Terms for Executive Council Officers.* No president, vice president, or executive secretary may serve two consecutive full terms in the same office of the Executive Council. No officer may serve more than three consecutive full terms in any combination of offices of the Council. However, a Council officer may serve a partial term in succession with one full term in the same office, or in succession with three full terms in a combination of offices, provided that person's service as a Council member does not exceed the allowable total of four consecutive years. An Executive Council member is not eligible for election to any office of the Council which would extend that member's service on the Council to more than four consecutive years.

**Rule 8**

*Executive Council Meetings.* Each Executive Council establishes its own time, place, and frequency of meetings. Executive Council meetings are generally open to all Library Faculty members who may wish to attend. However, at times the Executive Council, by a majority vote of its members who are present, may declare a meeting open to certain designated visitors only, or closed to all visitors. This action may be taken because of a need for confidentiality or for any other cause deemed justifiable by the Council. The University Librarian has a standing invitation to attend all Executive Council meetings except when requested not to attend.

**Rule 9.**

*Communicating on Behalf of the Library Faculty.* The Executive Council is the established channel of communication between the Library Faculty and the Library Administration and other University bodies, be they administrative, faculty, or staff. No individual or other group may communicate on behalf of the Library Faculty, nor may any member of the Executive Council other than the president communicate on behalf of the Library Faculty without proper delegation to do so. University faculty senators who represent the Library Faculty are free to speak and vote as conscience may dictate on matters arising within the Senate, but whenever possible they are expected to consult with the Library Faculty and the Executive Council on pending Senate actions which may substantially affect the University Libraries or Library Faculty members.

### Rule 10.

*Elections.* All regular and special faculty elections are conducted under the direction of the Elections Committee. Each election may be conducted in one or two stages, as deemed necessary by the Elections Committee in order to ensure that all are elected by a substantial vote of the Library Faculty. It is the responsibility of the Elections Committee to ensure that all candidates who are nominated for these offices are eligible and willing to serve if elected.

The regular election for Executive Council vice president and executive secretary is held in February. Any Library Faculty member may nominate candidates for these offices in the regular January faculty meeting, or in writing to the Elections Committee during January. The final results of this election are announced before or at the regular March faculty meeting.

The regular election for membership on the Executive Council is held in April. Any Library Faculty member may nominate candidates for these offices in the regular March faculty meeting, or in writing to the Elections Committee during March. The final results of this election are announced before or at the regular May faculty meeting.

The regular election for the three members of the Personnel Steering Committee is held in March. Any Library Faculty member may nominate candidates for these offices in the regular February faculty meeting, or in writing to the Elections Committee during February. The final results of this election are announced before or at the regular April faculty meeting.

Regular elections for standing committee memberships are held in April. The final results of these elections are announced before or at the regular May faculty meeting. All standing committees except the Personnel Committee elect their own chairs.

Regular elections for faculty senators are held according to the schedule prescribed in the Faculty Senate Constitution.

### Rule 11.

*Dates of Service.* Newly elected Executive Council members and officers assume their duties on the first day of May, unless elected to an office which is vacant at the time of their election. In the latter instance they assume their duties immediately upon announcement of the election results. Newly elected members of all standing committees, including the Personnel Steering Committee, assume their duties on the first day of July. Newly elected faculty senators assume their duties according to the schedule given in the Faculty Senate Constitution. Faculty members who are specially elected to any bodies or offices assume their duties immediately upon announcement of the election results.

**Rule 12.**

*Standing Committees.* The following standing committees exist as part of the Library Faculty organization:

Elections Committee
Personnel Committee
Professional Development Committee
Remunerations Committee
Research Committee

All standing committees are elected on a basis of overlapping membership. As nearly as possible to half of each committee's membership is elected annually. If total committee membership is an odd number, the larger number are elected in the even years and the smaller number in the odd years.

*Elections Committee.* This committee consists of four members who are each elected for a two year term. The committee conducts all regular and special elections for membership on and for offices within the Executive Council, for standing committees, and for Library Faculty representation in the Faculty Senate. It conducts any elections which are held to decide upon proposed revisions of or amendments to the Governance Document, as well as revisions of the Bylaws. It also conducts any other special elections or polls requested by the Executive Council. This committee has the responsibility for preparing and distributing a list of all current Executive Council and standing committee members, and faculty senators, including their elected or appointed terms of service.

*Personnel Committee.* This committee consists of twelve members, each elected for a two year term. It handles faculty matters pertaining to appointments, promotions, continuing appointment or tenure, annual performance reviews, and career advisement. It participates in faculty grievances pertaining to these areas when a faculty grievant or the University Librarian chooses to seek this committee's advice or assistance.

The Personnel Committee is directed by a three member group, the Personnel Steering Committee, consisting of a chair, a vice chair for appointments and promotions, and a vice chair for peer review. These three officers constitute part of the twelve members of the Personnel Committee. They are elected annually by direct vote of the Library Faculty to serve a term of one year each. All three members of the Personnel Steering Committee must have continuing appointment or tenure. A faculty member who is elected a member of the Personnel Steering Committee is automatically elected to a regular two year term on the Personnel Committee, or is automatically re-elected to a two year term on the Personnel Committee if currently serving in the second year of a regular term on the Personnel Committee. However, if elected to the Personnel Steering Committee while serving in the first year of a regular two year term on the Personnel Committee, a faculty member is not automatically re-elected to a regular two year term.

Of the nine Personnel Committee members who are not members of the Personnel Steering Committee, seven must have continuing appointment or tenure. The remaining two members are elected to represent faculty who are without continuing appointment or tenure. A faculty member who receives continuing appointment or tenure while serving on the Personnel Committee may continue to serve for the full term of two years. When this occurs, a special election is held within ninety days to elect a new member who represents the faculty who are without continuing appointment or tenure. In such cases, the total of Personnel Committee members may be temporarily greater than twelve.

Faculty may serve up to three consecutive terms as a member of the Personnel Committee. They may serve beyond three consecutive full terms only when appointed by the president of the Executive Council to fill the remainder of a vacated term on the Committee. Faculty may serve up to three consecutive full terms on the Personnel Steering Committee. They may serve beyond three consecutive full terms only if elected to fill the remainder of a vacated term on the Steering Committee.

The greater part of Personnel Committee work is conducted by panels which are appointed from among the Committee membership by the Personnel Steering Committee. Appointment, and promotion/continuing appointment/tenure (APCAT) dossiers are reviewed by panels which are assembled for this purpose. The number of APCAT panels formed depends upon the number of dossiers to be reviewed in a given year. It is imperative that a career advisement panel exist at all times in order to be available for the advisement of faculty members who are without continuing appointment or tenure. Peer review panels are constituted each year to review annual performance documentation for each faculty member. It is the responsibility of the Personnel Steering Committee to ensure fairness and consistency in the work of APCAT, career advisement, and peer review panels.

As needed, other panels may be formed for purposes such as faculty grievances, or for study and recommendation on any matters within the domain of Personnel Committee responsibilities.

Personnel Committee members may serve on any of the Committee's panels with the following exception: Only faculty with continuing appointment or tenure may serve on panels with career advisement or APCAT responsibilities. See also Rule 13, Exclusions on Concurrent Committee Service.

*Professional Development Committee.* This committee consists of five members who are each elected for a two year term. It investigates issues and concerns pertaining to the work environment and professional growth of Library Faculty members at the University. It supports professional development of the individual through scheduling speakers, symposia, workshops, meetings, continuing education classes, and the like. It also promotes the exchange of information and ideas with colleagues and peers inside and outside the University. It recommends policies regarding the disbursement of available funding for attendance at meetings, conferences, continuing education programs, and other professional activities. It also administers travel funding and hears faculty grievances as they may pertain to the disbursement of travel funds.

*Remunerations Committee.* This committee consists of three members who are each elected for a two year term. Its primary concern is the remuneration of Library Faculty members. To this end it may collect compensation data, review present salaries, and recommend procedures for distributing the annual salary pool. It may participate in faculty grievances pertaining to remuneration if a faculty grievant or the University Librarian chooses to seek this committee's advice or assistance.

*Research Committee.* This committee consists of three members who are each elected for a two year term. The committee encourages research and development projects by Library Faculty members, and promotes the dissemination of research through established communication channels in the profession. It may publish library related research in an occasional papers series which the University Libraries would distribute widely within the library and information service professions. The committee solicits and reviews all applications for Library Faculty research funds, according to guidelines which it develops and publishes.

### Rule 13.

*Exclusions on Concurrent Committee Service.* Library Faculty members may not serve concurrently on appointments/promotions/continuing appointment/ tenure (APCAT) panels within the Personnel Committee and on the University Committee on Appointments, Promotions, and Continuing Appointments for Librarians (i.e. the Provost's Panel), except to review Librarian I and II appointments and to consider proposed promotions up to the level of Librarian II.

### Rule 14.

*Appointments to Standing Committee Membership.* Vacancies on the Elections, Personnel, Remunerations, Professional Development, and Research Committees, which occur between regular elections, may be filled through appointment by the president of the Executive Council. However, at no time may greater than half the membership of any of these committees consist of appointed members. When necessary, the Elections Committee holds a special election to fill standing committee vacancies. Vacancies on the Personnel Steering Committee are always filled through special election by the Library Faculty. Members of standing committees who are elected or appointed to fill vacancies which occur between regular elections serve only for the remainder of the term to which they are elected or appointed.

### Rule 15.

*Faculty Senators and Alternates.* When the University Libraries are allowed an even number of faculty senators, half are elected in the even years and half in the odd years. When allowed an odd number of senators, as nearly as possible to half are elected each year, the larger number being elected ordinarily in the odd years and the smaller number being elected ordinarily in the even years. At the time of annual elections for senators, a certain number of candidates receiving the next highest number of votes after the newly elected senators, are designated as alternates. The number of alternates to be elected is determined by the Faculty Senate annually. Alternate senators serve for a period of one year only.

### Rule 16.

*Bylaw Changes.* Bylaws may be added, deleted, or revised by a secret ballot majority vote of Library Faculty members at any time, provided that the proposed changes have been sent or delivered at least thirty days before the voting, to all Library Faculty members who are currently in residence at the University. If the total vote is less than half of those eligible to vote thereon, the proposed changes must be resubmitted for a subsequent referendum held at least thirty days after the first vote. No Bylaw changes can be approved without a majority vote in a referendum in which at least half of all Library Faculty members who are currently in residence at the University cast their vote.

*Ad Hoc Library Faculty Governance Document Committe:*

Bruce Bennion, *chair*
Steve Hanson
Mary Hollerich
Anne Lynch
Keith Trimmer
Lee Wise

# STATE UNIVERSITY OF NEW YORK AT ALBANY

## UNIVERSITY LIBRARIES FACULTY BY-LAWS

We, the Faculty of the University Libraries at the University at Albany, State University of New York, recognizing an obligation to participate in the creation of a professional environment in which we can work together as peers in mutual trust, do hereby establish these as our By-Laws subject to the provisions of the policies of the Board of Trustees of the State University of New York, the University at Albany, State University of New York Faculty By-Laws, and the negotiated agreement between the State of New York and the appropriate bargaining agent.

### ARTICLE I. THE FACULTY. DEFINITION

Section 1. The Faculty shall consist of the Director of Libraries and all members of the academic and professional staff as defined in the University at Albany, State University of New York Faculty By-Laws.

Section 2. Members of the Faculty, each entitled to one vote, shall consist of the Faculty as defined above with the following exceptions:

2.1 Academic and professional staff who hold appointments which are for less than one calendar year;

2.2 Emeriti.

### ARTICLE II. POWERS AND RESPONSIBILITIES OF THE FACULTY

Section 1. The Faculty shall act in an advisory capacity. Library Faculty Committees shall make recommendations to the Library Faculty, to the Director of Libraries, and to other appropriate individuals.

Section 2. The Faculty shall consider, transact, or delegate such business as it sees within the scope of its responsibilities.

2.1 The Faculty shall consider and originate actions that may be taken to enhance the professional development and growth of its members and of the group.

2.2 The Faculty shall initiate, consider, and make recommendations for criteria, policies, and procedures for required personnel actions.

2.3 The Faculty shall initiate, consider, and make recommendations regarding all matters of interest and concern.

2.4 The Faculty shall implement those policies and procedures for personnel actions that have been determined by the University.

Section 3. To discharge these responsibilities, the Faculty shall delegate to specific committees such powers as it will, but shall reserve to itself:

3.1 The power to decide by referendum matters within its responsibilities brought to it by the Director of Libraries, its Senators, its committees, or by petition of 25% of the Library Faculty;

3.2 The power to amend the By-Laws in accordance with the procedures outlined in Article IV.

## ARTICLE III. FACULTY ORGANIZATION

### Section 1. Officers

1.1 The Director of Libraries is the Chief Officer of the Library Faculty.

1.2 The Director of Libraries, the Secretary of the Library Faculty, the University Senators from the Library Faculty, and the Chairpersons of the Standing Committee shall constitute the Officers of the Faculty.

### Section 2. Faculty Meetings

2.1 Regular meetings: Regular meetings shall be held bi-monthly (September, November, January, March, May) at a scheduled time convenient to the greatest number of Faculty members.

2.2 Formal business meetings of the Library Faculty shall be conducted by the Chief Officer.

2.2.1 The Chairperson of the Steering Committee shall conduct the business of the meeting in the absence of the Chief Officer, or when the Chief Officer vacates the chair.

2.3 Special meetings of the Faculty shall be called by the Chief Officer on his/her own initiative at the request of any Officer of the faculty, or at the request by petition of 25% of the voting faculty.

2.4 Emergency meetings [1] of the Faculty shall be called by the Chief Officer on his/her own initiative or at the request of the Chairperson of the Steering Committee. In the absence of the Chief Officer, the meeting shall be called by the Chairperson of the Steering Committee.

2.5 All faculty shall be notified of all meetings. Notice of regular and special meetings and the circulation of any agenda shall be at least three days, excluding weekends, before each meeting.

2.6 Agenda for regular meetings shall be prepared by the Steering Committee. Any member of the Faculty has the right to place items on the agenda for regular meetings by submitting them to the Steering Committee at least one week before the scheduled faculty meeting. No agenda is required for emergency meetings. No item will be voted on at a regular or special meeting that has not been placed on the agenda in advance according to these By-Laws. There will be no vote taken at an emergency meeting; however, a "sense of the group" may be taken.

2.7 Quorum: Forty percent of the voting Faculty shall constitute a quorum.

2.8 If there is no quorum, a majority of the members present at the meeting may request that the Committee on Nominations and Elections conduct a mail ballot for items requiring a vote. Passage requires that 40% of the faculty votes and that a simple majority of those voting will carry the question.

2.9 The rules contained in the latest Robert's Rules of Order shall govern the Faculty in all cases to which they are applicable and in which they are not inconsistent with these By-Laws.

2.10 The Parliamentarian shall be responsible for interpreting Robert's Rules and ensuring that the meetings are properly conducted according to Robert's Rules and these By-Laws.

2.11 The Secretary of the Faculty shall have the following duties:

2.11.1 Prepare and circulate the notice of all meetings of the Faculty and circulate the agenda.

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[1] An emergency meeting is one which must be called with less than three days notice.

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2.11.2 Record and distribute minutes of all Faculty meetings.

2.11.3 Receive and distribute formal communications to and of the Faculty.

Section 3. Standing Committees: The Faculty shall organize itself into the following Standing Committees:

Nominations and Elections Committee
Personnel Policies Committee
Personnel Review Committee
Professional Activities Committee
Steering Committee

3.1 The election of members of Standing Committees shall be arranged by the Nominations and Elections Committee. Voting shall be by secret ballot. Only academic faculty members may participate in electing members to the Personnel Review Committee.

3.2 All Faculty are eligible to serve on standing committees with the exception of the Personnel Review Committee. Academic Faculty are eligible to serve on the Personnel Review Committee, except Assistant Directors and Department Heads who supervise academic faculty.

3.3 The term of office for committee members shall be for two years. Terms of office shall begin June 1 of the year elected and end May 31 of the appropriate year.

3.3.1 No member of a committee shall serve for two consecutive full terms on the same committee.

3.4 The Steering Committee shall consist of the Officers of the Faculty.

3.4.1 There shall be two "at large" members of the Committee.

3.4.1.a Each year one person shall be elected from the Faculty at large for a two year term. The first year in office this individual shall serve as Secretary of the Faculty.

3.4.1.b The second year in office, this person shall serve as Chair of the Steering Committee.

3.5 The Personnel Review Committee shall consist of five Library Academic Faculty members, three of whom shall be tenured and two of whom shall be non-tenured.

3.6 The Personnel Policies Committee, Professional Activities Committee, and the Nominations and Elections Committee shall each consist of five Library Faculty members. In addition, the Library Personnel Officer shall serve as a non-voting member of the Personnel Policies Committee.

3.7 No person shall be elected to more than one Standing Committee. University Senators elected by the Library Faculty will not be eligible for election to Standing Committees.

3.8 Each committee shall select one of its members to serve as Chair, except the Steering Committee.

3.9 Each committee shall report on a regular basis to the Faculty and shall submit a written annual report.

3.10 Each committee may organize itself into sub-committees which may include non-committee members.

3.11 Each committee has the right to consult resource people as needed.

3.12 Each committee will implement and execute procedures assigned to it by vote of the Library Faculty.

Section 4. All meetings of the Library Faculty and its committees except those in which there is discussion of matters affecting the privacy of individuals are open.

Section 5. The Nominations and Elections Committee shall

5.1 Conduct all nomination and election processes for the elected Officers of the Faculty and members of Standing Committees.

5.2 Conduct mail ballots if needed. See under Article III, Section 2.8 above.

5.3 Conduct a nomination process in response to external requests for Library Faculty representation, or awards and honors.

5.4 A vacancy in the membership of a Standing Committee shall be filled by the committee alternate chosen during the most recent election. The alternates, for all committees, shall be the nominees receiving the next highest vote totals after the persons elected. Persons designated as alternates remain alternates for one year. A vacancy on a committee occurs when the incumbent resigns or retires from the University Libraries or goes on leave. For vacancies due to leaves the Nominations and Elections Committee, in consultation

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5.4 (Cont'd)

with the committee on which there is a vacancy, shall determine if the vacancy needs to be filled, and the alternate shall serve on the committee for the duration of the vacancy or until an election, whichever comes first. If an incumbent resigns form the committee permanently, the alternate shall complete the term of the committee member being replaced. If an alternate is unable to succeed to the vacancy, the Nominations and Elections Committee shall consider the circumstances and either call for a special election or, in extraordinary situations, designate a replacement and the period of time the replacement should serve.

5.5 Appoint Library Faculty members to serve as Parliamentarian for each Library Faculty meeting.

Section 6. The Personnel Policies Committee shall

6.1 Consider and make recommendations for criteria, policies, and procedures for recruitment, search and selection of Library Faculty.

6.2 Consider and make recommendations for criteria, policies and procedures to be used by the Personnel Review Committee to serve as guidelines in recommendations for the following:

Academic rank for initial appointments
Term renewals
Discretionary increases
Professional awards and honors

6.3 Consider and make recommendations for the criteria, policies and procedures for promotion and continuing appointment which are compatible with required University procedures.

6.4 Consider and make recommendations for the criteria, policies and procedures for other personnel matters which may be made necessary by actions of the University at Albany, State University of New York Faculty.

6.5 Consider and make recommendations for the criteria, policies, and procedures which may be desired and needed by the Library Faculty for its internal personnel operations but are not mandated by University legislation.

6.6 Consider and make recommendations for criteria, policies, and procedures for annual reviews of Library Faculty.

6.7 Consider and make recommendations regarding the academic/non-teaching professional designation of positions.

Section 7. The Personnel Review Committee shall

7.1 Make an independent review and recommendation regarding:

Academic rank for initial appointments
Term renewals
Discretionary increases

7.2 Be responsible for planning and carrying out the peer review process related to promotion and/or continuing appointment.

7.3 Serve as the "authorized university official" in soliciting letters of evaluation for candidates in promotion and continuing appointment cases.

7.4 Each member of the committee will have only one vote for term renewal, that being with the committee, but may attend first level of review meetings in his/her department.

7.5 Keep proceedings of the Committee confidential.

Section 8. The Professional Activities Committee shall

8.1 Respond to requests for advice from individual Faculty members regarding research projects, publication procedures, and external funding opportunities.

8.2 Consider and make recommendations for criteria, policies, and procedures for request for sabbatical leave in agreement with the University at Albany, State University of New York Faculty By-Laws, the Policies of the SUNY Board of Trustees, and the negotiated agreement.

8.3 Consider and make recommendations for criteria, policies, and procedures for publications issued, generated, and supported by the University Library Faculty as a body.

8.4 Consider and make recommendations for criteria, policies, and procedures for the allocation of resources for attendance at professional meetings, including but not limited to staffing implications and travel funds.

8.5 Consider and make recommendations for criteria, policies, and procedures for attendance and support at continuing education activities. (Example: Workshops, courses, training sessions, programs, and site visits.)

8.6 Consider and make recommendations for criteria, policies, and procedures for the use of library resources (e.g. computer time, typing, telephone, photocopy, mailing) during leave without pay, sabbatical leave, emeritus status.

8.7 Consider and make recommendations for criteria, policies, and procedures for the continued development and maintenance of resources to support professional development and research (e.g. staff periodical collection, computer time, typing).

8.8 Consider and make recommendations for criteria, policies, and procedures for programs of professional interest.

Section 9. The Steering Committee shall

9.1 Act as official spokesperson for the Library Faculty.

9.2 Initiate, consider, and make recommendations regarding all matters of interest and concern to the University Library Faculty, including goals and policies.

9.3 Act as a grievance committee for internal matters.

9.4 Consider and act on all matters brought to its attention.

9.5 Refer matters to an appropriate committee or individual if they are more properly handled by that committee or individual.

9.6 Represent the Faculty in consultation with the Office of the President of the University at Albany, State University of New York and with the Office of the Associate Vice President for Information Systems and Technology.

9.7 Appoint ad hoc Library Faculty committees as needed. (Example: a curriculum committee.)

## ARTICLE IV. BY-LAWS AMENDMENTS

Proposed amendments to the By-Laws may be submitted in writing at any regular Faculty meeting, at which time each Faculty member shall receive a copy in writing of the proposed amendments. If seconded, they shall be placed on the agenda and be distributed in writing, along with the call to meeting, to be acted upon at the next regular meeting. A majority of the Faculty present is sufficient for passage.

## ARTICLE V. ESTABLISHMENT

These By-Laws shall become effective June 1, 1982 pending approval of the President of the University at Albany, SUNY and shall supersede all previous By-Laws of the Faculty of the Libraries of the University at Albany,

## PROVISOS

I. The present officers and standing committees shall continue their responsibilities through May 31, 1982.

II. Current elected membership on all standing committees shall cease on May 31, 1982.

III. The three Library Senators shall act as a Nominations and Elections Committee to arrange the elections for membership to the standing committees for 1982/83.

IV. To provide continuity within the standing committees, initially two members shall serve one year terms on the Personnel Policies Committee, the Professional Activities Committee, the Nominations and Elections Committee and the Personnel Review Committee. One "at large" member of the Steering Committee shall serve a one year term (committee chairperson) and one "at large" member shall serve a two year term (first year Faculty Secretary, second year Steering Committee Chairperson). The member or members who receive the highest number of votes shall serve the longer term or terms.

3403em
As amended at 3/21/90 and 5/16/90 Faculty Meeting
Issued 4/1/91

State University of New York. These By-Laws, as adopted by the Faculty, shall be filed with the Director of Libraries, The Associate Vice President for Information Systems and Technology, the President of the University at Albany, State University of New York, and the University Senate.

Rev. 5/3/89

# WAYNE STATE UNIVERSITY

# LIBRARIES FORUM

# BY-LAWS

## Article I

### Purposes of the Forum

The University Libraries Forum, the collegial unit of the Wayne State University Libraries, exists to initiate and encourage professional development and serve as a forum on issues of mutual concern to those holding academic appointment in the Wayne State University Libraries.

## Article II

### Relationship to University Libraries and the University

These By-Laws exist under the authority and within the organizational structure of University Libraries, any other organizational structures recognized by the Board of Governors, and the Statutes of Wayne State University.

## Article III

Membership in the University Libraries Forum includes all employees holding faculty and academic appointments in the collegial unit of the Wayne State University Libraries. Membership may be extended to other interested professionals by a majority vote of the Forum.

## Article IV

### Officers

Section 1. Chair. The Chair of the Forum shall be the Dean of Libraries or his/her designee. The Chair shall conduct meetings, prepare agendas and orders of business in conjunction with the Executive Committee, appoint appropriate ad hoc committees, and, with the Executive Committee, serve as liaison between the Forum and other groups.

Section 2. **Co-chair**. The Co-chair of the Libraries Forum shall be elected by the Executive Committee from its own membership for a two-year term to perform the functions of the Chair in his/her absence.

The Co-chair may receive clerical support from the library administrative office for typing and distribution of information, as needed.

Section 3. **Secretary**. The Secretary shall be elected from the membership of the Executive Committee by the Executive Committee. The Secretary shall keep records of the Forum's and Executive Committee's proceedings; call for and receive suggested agenda items; distribute notices of meetings and agendas; distribute a summary of actions within a reasonable period of time following each meeting; and maintain Forum records, including membership lists as required by the Elections Committee.

## Article V

### Standing Committees

In accordance with the rules and procedures established by the Forum, standing committees shall be appointed or elected for a specific session or year.

Section 1. Executive Committee

A. Function. The Executive Committee acts for the Forum and acts on matters referred to it by the Forum, by individual members of the Forum, by University agencies, and by other interested individuals.

B. Membership. The Executive Committee shall consist of one representative from each of the library units (Administration, Technical Services, Law Library, Medical Library, Purdy/Kresge Library, Science and Engineering Library and Library Science). The Chair shall be considered the representative from the Administrative unit.

The Chair or the Co-Chair of the Forum shall chair the Executive Committee.

C. Election. Members shall be elected by the appropriate unit members for a two-year term. No person shall serve for more than two consecutive terms. Vacancies will be filled by unit election. Any vacancy filled for one year or more will be considered a full term.

D. Procedure. Two thirds of the membership of the Executive Committee must be present to conduct business.

Minutes of the Executive Committee meetings shall be published and distributed by the Secretary.

## Section 2. Election Committee

A. Function. The Election Committee shall conduct all Forum elections including candidate nominations.

B. Membership. The Election Committee shall consist of three Forum members appointed by the Executive Committee for a two-year term.

C. Procedures. The Election Committee shall choose its own Chair and shall establish operational procedures in accordance with the election requirements established by the Forum or as contractually required.

Section 3. Contractually Required Committees

Committees convened and conducted according to contractual guidelines will be considered standing committees. The Librarians and Library Science Faculty will maintain separate contractually mandated committees. These committees are:

Librarians

Tenure and Promotion Committee
Salary Committee

Library Science Faculty

Tenure and Promotion Committee
Salary Committee

Section 4. Contractually Permitted Committees

Librarians

Budget and Travel Advisory Committee

Library Science Faculty

Budget and Travel Advisory Committee

Units may choose to designate existing committees to perform the functions of the Budget and Travel Advisory Committee (See XXXI of Contract).

Section 5. University Council Representation

It shall be the responsibility of the Election Committee to conduct elections for vacancies to the University Council.

## Article VI

### Special or Ad Hoc Committees

Special or Ad Hoc Committees may be appointed by the Executive Committee, by the Chair, or may be elected by the Forum, as appropriate for a specific activity.

## Article VII

### Meetings

The chair shall convene any Forum meeting.

Section 1. **Regular Meetings**

Regular meetings shall be held at least once each semester. Meeting dates and agendas shall be announced with adequate notice, normally one week prior to the meeting.

Section 2. **Special Meetings**

Special meetings of the Forum may be called by the Chair or the Secretary upon written request signed by 7 Forum members stating the purpose of such a meeting.

Section 3. **Quorum**

Fifteen (15) members shall constitute a quorum at Forum meetings.

Section 4. **Voting**

A quorum must be present to conduct official voting. Unless otherwise specified, a majority of members present at Forum meetings shall be sufficient to pass motions. A motion to submit a motion or recommendation to the entire membership by mailed ballot shall take precedence over all other motions on the floor.

## Article VIII

### Amendments

Section 1. Amendments to these By-Laws shall be submitted in writing at a regular meeting of the Forum. At the next regular meeting of the Forum the Amendment(s) shall be considered, and a vote of two-thirds of the members present shall be necessary for adoption.

## Article IX

Miscellaneous

Section 1. There shall be an annual review of the By-Laws.

Section 2. Nothing in these by-laws is intended to be inconsistent with present or future Board of Governors Statutes, or Executive Orders, or other University policies or regulations that have been duly issued, or any applicable collective bargaining agreement.

Section 3. Where there may be an inconsistency between these by-laws and present or future Board of Governors Statutes, or Executive Orders, or other University policies or regulations or policies that have been duly issued, or any applicable collective bargaining agreement, the latter shall prevail.

Section 4. By-Laws and Amendments are subject to approval of the Dean and the Office of the President (or his designee).

PS-D/cmz
Memo 6
5/3/89

SPEC

SYSTEMS AND PROCEDURES EXCHANGE CENTER

# SELECTED READINGS

ASSOCIATION OF RESEARCH LIBRARIES OFFICE OF MANAGEMENT SERVICES

## Selected Readings

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